

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](mailto:marysiegl@maderausd.org) by 3:00 pm on Wednesday, September 16, 2020.

## **MADERA UNIFIED SCHOOL DISTRICT**

### **Personnel Commission Meeting AGENDA**

#### **Regular Meeting**

**Thursday, September 17, 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: July 16, 2020 04:30 PM Pacific Time (US and Canada)**

#### **Join Zoom Meeting**

<https://maderausd.zoom.us/j/83398289642>

**Meeting ID: 833 9828 9642**

**Passcode: 335299**

Dial by your location

+1 669 900 9128 US (San Jose)

**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](mailto: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, August 20, 2020, Regular Meeting.

##### **B. Consideration and approval of Eligibility Lists for:**

1. Bus Driver Trainer/Dispatcher
2. Information Systems Specialist
3. Licensed Vocational Nurse
4. Migrant Liaison – Temporary Grant Funded
5. Migrant Student Advocate – Temporary Grant Funded

#### **5. New Business**

##### **A. Discuss and approve the revised classified job description for School Office Technician**

##### **B. Consideration to Appoint Commissioner**

#### **6. Information and Reports**

##### **A. Director's Report**

##### **B. Commissioner's Report**

#### **7. Next Regular Personnel Commission Meeting**

Thursday, October 15, 2020 at 4:30 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:** September 17, 2020

**Agenda Item:**

Approval of the Minutes of the Regular Meeting of August 20, 2020.

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting of August 20, 2020.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of August 20, 2020.



<p style="text-align: center;"><b>Minute Record of MUSD Personnel Commission Meeting</b> <b>Regular Meeting held on Thursday, August 20, 2020 at 4:30 PM</b></p>
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The Personnel Commission of the Madera Unified School District convened a Regular Board Meeting via Zoom, a cloud-based video communication, on Thursday, August 20, 2020 at 4:30 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 Resource Officer  
Cheri Giddens, CSEA President

Other visitors were in attendance.

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**1. 4:34 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 4:34 pm
- Commissioner Janzen led the flag salute

**2. Adoption of the Agenda**

- Director Barreras presented an additional item to be added to the Agenda. Item 5F- Consideration and approval to allow the District to contract classified temporary services with Robert Half Temporary International Staffing Agency for the period of August 5, 2020 – September 4, 2020 due to the COVID -19 Pandemic emergency. The information regarding this item was not brought to Director Barreras’ attention until after the agenda had been posted.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the adoption of the agenda with the addition of item 5-F under New Business, consideration and approval to allow the District to contract classified temporary services with Robert Half Temporary International Staffing Agency for the period of August 5, 2020 – September 4, 2020 due to the COVID -19 Pandemic emergency. MOTION NO. 07-2020/21.

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

**3. Communications**

- Angelica Garcia, MUSD Employee, spoke regarding her concerns over the timetable in taking examinations online for positions.

#### **4. Adoption of the Consent Agenda**

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 08-2020/21.  
     Ayes:           Commissioners Janzen, Wheat  
     Noes:           None  
     Absent:       Koch  
     Abstained:   None

#### **Presentation of Classified Quarterly Employee Award**

- Recipient: Desiree Ortega, Administrative Assistant V (Curriculum, Assessment, and Instruction-Secondary Department)
- Item 6B was moved up. Commissioner Wheat and Director Barreras presented Desiree Ortega with the Classified Employee Quarterly Award. Director Selma Gonzalez (Curriculum, Instruction and Assessment-Secondary) spoke and congratulated Desiree on her achievements.

#### **5. New Business**

##### **A. Discuss and approve the extension of the Eligibility List for Maintenance Journeymen –Lead that expired on 05/15/2020**

- Director Barreras presented the request to extend the Eligibility List for Maintenance Journeyman- Lead for six months due to the COVID-19 Pandemic. The list will expire on 11/15/2020.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the extension of the Maintenance Journeymen – Lead Eligibility list for six months with an expiration date of 11/15/2020. MOTION NO. 09-2020/21.  
     Ayes:           Commissioners Janzen, Wheat  
     Noes:           None  
     Absent:       Koch  
     Abstained:   None

##### **B. Discuss and approve the new classified job description for Communications Technician and Classified Salary Survey Recommendation**

- Director Barreras presented the new classified job description of Communications Technician and Classified salary survey recommendation of \$45,539.28 - \$53,760.78 annually.
- CSEA President Giddens questioned how many positions would be hired.
- Chief HR Officer Albertson stated at this time one person would be hired and additional may be hired in the future.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new classified job description of Communications Technician and salary recommendation of \$45,539.28 - \$53,760.78 per year. MOTION NO. 10-2020/21, DOCUMENT NO. 03- 2020/21  
     Ayes:           Commissioners Janzen, Wheat  
     Noes:           None  
     Absent:       Koch  
     Abstained:   None

**C. Discuss and approve the revised classified job description for Human Resource Manager**

- Director Barreras presented the new job description of Human Resource Manager, which included changes to the essential functions and minimum qualifications.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the revised classified job description, Human Resource Manager.

MOTION NO. 11-2020/21, RESOLUTION NO. 04 – 2020/2021

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

**D. Discuss and approve the new classified job description for Transportation Operations Assistant and Classified Salary Survey Recommendation**

- Director Barreras presented the new classified job description of Transportation Operations Assistant and salary survey recommendation of \$39,065.82 - \$48,767.40 per year.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new classified job description for Transportation Operations Assistant and salary recommendation of \$39, 065.82 - \$48, 767.40. MOTION NO. 12-2020/21, DOCUMENT NO. 05-2020/21

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

**E. Presentation and approval of the 2019-2020 Personnel Commission Annual Report**

- Director Barreras presented the 2019-2020 Personnel Commission Annual Report.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new 2019-2020 Personnel Commission Annual Report. MOTION NO. 13-2020/21, DOCUMENT NO. 06-2020/21

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

**F. Consideration and approval to allow the District to contract classified temporary services with Robert Half Temporary International Staffing Agency for the period of August 5, 2020 – September 4, 2020 due to the COVID -19 Pandemic emergency.**

- Director Barreras explained that the District's IT department needed emergency help in securing 4 temporary pool employees to help with the tagging and distribution of Chromebooks and assisting with help-desk tickets from staff due to the COVID -19 Pandemic. Although Education Code section 45256 states that all classified work need to go through the merit system process, the District is asking for a one-time emergency exception.



- Commissioner Wheat questioned how the District could spend \$30,000 on four temporary workers for one month and expressed her disappointment in how the situation was handled.
  - Chief HR Officer Albertson explained that the contract was accidentally listed as a consulting contract and approved in the Superintendent's Executive Cabinet.
  - It was moved by Commissioner Janzen and seconded by Commissioner Wheat to allow the District to contact classified temporary services with Robert Half Temporary International Staffing Agency for the period of August 5, 2020 through September 4, 2020 due to the COVID -19 Pandemic emergency.
- MOTION NO. 14-2020/21

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

## 6. Information and Reports

### A. Director's Report

- Director Barreras reported that Personnel Commission Staff continue to work in the office. At this time, she is waiting to see how the District will go with regards to the start of the new school year. Madera Unified School District started the school year with a distance-learning model.
- Director Barreras indicated that she emailed the Commissioners the MUSD approve budget as requested at the last Personnel Commission meeting.
- Director Barreras stated the Classified Professional Development Committee is working on developing workshops that will be available through our online learning portal – Learn.Maderausd.org. Today the committee decided to move forward with the planning of a virtual online conference with a tentative date of March 15, 2020.

### B. Commissioner's Report

- Commissioner Wheat reported that she recently completed the Merit Academy. She found the process and presentations to be very worthwhile and informative.

## 7. Next Regular Personnel Commission Meeting

- Thursday, September 17, 2020 at 4:30 PM  
 Madera Unified District Office – Virtually on Zoom meeting  
 1902 Howard Road, Madera, CA 93637

## 8. Suggested Future Agenda Items

- None were suggested.

## 9. Adjournment

- Vice- Chair Wheat adjourned the Public Session at 5:24 PM.

  
 Mary Siegl, Human Resources Specialist

Date: August 25, 2020

  
 Isabel Barreras, Director of Classified HR

Date: August 25, 2020





## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** September 17, 2020

**Agenda Item:**

Consideration and Approval of Eligibility Lists for: Bus Driver Trainer/Dispatcher, Information Systems Specialist, Licensed Vocational Nurse, Migrant Liaison (Temporary Grant Funded), and Migrant Student Advocate (Temporary Grant Funded).

**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. Bus Driver Trainer/Dispatcher
2. Information Systems Specialist
3. Licensed Vocational Nurse
4. Migrant Liaison - Temporary Grant Funded
5. Migrant Student Advocate - Temporary Grant Funded

**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:** September 17, 2020

**Agenda Item:**

Discuss and approve the revised classified job description for School Office Technician.

**Agenda Placement:**

Action

**Background:**

District Administration has presented the Personnel Commission with revised duties for the job description of Office Technician-current title. The proposed revisions are in red throughout the job description and tailored to a school setting. The PC office is recommending a title change to "School Office Technician". In addition, these changes will bring the job description up to date. These changes will allow for the recruiting of highly qualified applicants.

This was done in accordance with Personnel Commission Rules 3.2.3. Class Specifications.

**Recommendation:**

It is recommended that the Personnel Commission approve the revised job description and title change of School Office Technician.

Attachment: Job Description – School Office Technician

REVISED

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** School Office Technician

**Classification:** Classified

**Department/Site:** School Site

**Salary Schedule:** Classified

**Reports to:** School Principal

**Salary Range:** 19

**FLSA:** Non- Exempt

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### PURPOSE STATEMENT

Under general supervision, the job of School Office Technician was established for the purpose/s of supporting the instructional process with specific responsibilities for providing clerical support to assigned school site personnel; assist with testing materials; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

### ESSENTIAL FUNCTIONS

- ~~Assists GED Examiner with proctoring GED testing for the purpose of providing assistance in monitoring students and ensuring established test protocols.~~
- Works closely and cooperatively with the Administrative Assistant and other staff to assist with the needs of all students, parents and visitors; answering telephone inquiries to respond to requests for information, provide direction and assistance as appropriate.
- Creates form, letters, memos and other pertinent documents for the purpose of communicating information to other parties.
- Assists in the maintenance of student permanent records.
- Responds to student records inquiries from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and /or students, etc.) for the purpose of providing information and/or appropriate direction.
- Reviews cumulative records/orange folders for the purpose of entering student data, withdrawal forms, filing and/or sending out records to other schools within or outside the district.
- Prepares and distributes a variety of materials (e.g. calendars, transcripts, etc.) for the purpose of providing information and ensuring delivery.
- Assists in scheduling meeting for parents and students as needed.
- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- ~~Compiles data for the purpose of preparing reports.~~
- ~~Processes State/Federal assessment program materials; facilitates and distributes the district and site assessment programs.~~
- Inputs data for the purpose of providing accurate and current information.
- ~~Maintains inventory of supplies and materials (e.g. tests, quizzes, forms, etc.) for the purpose of ensuring items' availability.~~



- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- ~~Notifies teachers when test results are available for the purpose of providing up to date information in accordance with established administrative guidelines.~~
- Performs general clerical functions (e.g. faxing, scanning, copying, data entry, filing, etc.) for the purpose of supporting office functions.
- Performs student enrollment and withdrawal activities for the purpose of complying with established requirements.
- ~~Prepares tests (e.g. proofreading, printing, collating, assembling, etc.) for the purpose of ensuring accuracy and availability in a timely manner.~~
- ~~Processes tests (e.g. scanning, storing, etc.) for the purpose of ensuring security of the tests and materials.~~

### **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, percent's, and/or ratios.
- ~~Written~~ District policies and procedures.
- Concepts of grammar and punctuation.
- Office methods and practices.

#### **Skills and Abilities to:**

- Operate and use standard office equipment using a variety of standardized methods.
- Use pertinent software applications.
- Prepare and maintain accurate records.
- Use of technology.
- Speak clearly.
- Understand complex, multi-step written and oral instructions.
- Gather, collate, and/or classify data.
- Use flexibility in working with a diversity of individuals in a variety of circumstances.
- Work with data using defined and similar processes.
- Prepare and maintain accurate records.
- Problem solve to identify issues and create action plans and may require independent interpretation.
- Be attentive to detail.
- Adapt to changing work priorities.
- Meet schedules/deadlines, organize and schedule activities.
- Communicate with persons of diverse backgrounds/knowledge/skills.
- Read, write and communication clearly in English and a second language (usually Spanish) may be required.

### **RESPONSIBILITY**

Responsibilities include: working under direct supervision using standardized procedures; 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: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

### **MINIMUM QUALIFICATIONS**

**Experience:** One (1) year of clerical experience in an office environment.

**Education:** High school diploma or equivalent.

### **REQUIRED TESTING**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **CONTINUING EDUCATION/TRAININGS**

- None Specified

### **CERTIFICATES/LICENSES**

- None Specified

### **CLEARANCES**

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



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** September 17, 2020

**Agenda Item:**  
Consideration to Appoint Commissioner.

**Agenda Placement:**  
Action

**Background:**

Pursuant to MUSD Personnel Commission Rule 2.1.3.3, Commissioner's Appointment Procedures, the following is a summary of the appointment procedures for Commissioner's appointment.

1. The Commissioners have until September 30, 2020 to publicly announce the name of the person they would like to appoint or reappoint as the Commissioner's Appointment.
2. The current Commissioner's appointment will expire on December 1, 2020. However, I have not been able to reach Commissioner Bruce Koch regarding his interest in the reappointment.
3. The Commission members appointed by the Board of Trustees and CSEA can discuss their approach to making the appointment. They may announce their appointment or advise the Director of Classified HR to start the recruitment process to fill the vacancy. After 30 to 45 days following the formal announcement and/or recruitment, a hearing will be held to allow for public comment. This hearing can be agendaized for the November regular meeting.
4. The Commissioners may make their appointment following the hearing.
5. If the Commissioners are unable to agree on a joint appointment within the next 45 days, the Director will take steps to have the appointment made by the State Superintendent of Public Instruction.

**Recommendation:**

It is recommended that the appointee of the Board of Trustees and the appointee of the classified employees publicly announce the name of the person they intend to appoint or reappoint to fill the vacancy.

**Attachment:** PC Rule 2.1.3.3



**2.1.3.3. THE COMMISSIONERS' APPOINTMENT:** Within 15 days of notification of the vacancy, the appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint to fill the vacancy. At a Personnel Commission meeting to be held after 30, and within 45, days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

2.1.3.3.1 If the commissioners are unable to agree upon a joint appointment within 45 days after the notification of the vacancy, the appointment to fill the unexpired term shall be made by the State Superintendent of Public Instruction. The Director of Classified Personnel shall immediately submit the two nominees for action by the State Superintendent; if such nominees exist.