This meeting will be held via Zoom, a cloud-based 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 isabelbarreras@maderausd.org by 3:00 pm on Wednesday, January 20, 2021.

MADERA UNIFIED SCHOOL DISTRICT

1902 Howard Road, Madera, CA 93637

Personnel Commission Meeting
AGENDA

Regular Meeting
Thursday, January 21, 2021

For the 4:30 PM Public Meeting, see access below.

Join Zoom Meeting
https://maderausd.zoom.us/j/81244055260

Meeting ID: 812 4405 5260
One tap mobile: +16699009128,
81244055260# US (San Jose)

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 isabelbarreras@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.

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, December 10, 2020, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Budget Accounting Analyst, 1-21.21
2. Database Administrator – Developer, 1-21-21
3. Maintenance Journeymen – Lead- Plumbing, 1-21.21
4. Office Assistant, 1-21-21

5. New Business

A. Discuss and approve Initial Salary Placement for Database Administrator – Developer

B. Discuss and approve the new job class description for Information Security Analyst

C. Discuss and approve the new job class description for Network Support Specialist

D. Discuss and approve the new job class description for Educational Information Systems Manager

6. Information and Reports

A. Classification and Compensation Study Presentation by Eric Hall & Associates (EHA)

B. Director's Report

C. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Thursday, February 18, 2021 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
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 294 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: January 21, 2021

Agenda Item:
Approval of Minutes from the Regular Meeting of December 10, 2020.

Agenda Placement:
Consent

Background:
Approval of Minutes from the Regular Meeting of December 10, 2020.

Recommendation:
It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of December 10, 2020.

Attachments: December 10, 2020 Regular Meeting Minutes

Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, December 10, 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, December 10, 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
Ana Perez, Human Resources Specialist, Personnel Commission

Kent Albertson, Chief Human Resource Officer
Cheri Giddens, CSEA President

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1. 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 4:30 pm.
- Commissioner Wheat led the flag salute.

2. Appointment and Swearing in of Joint Appointee – Bruce Koch

- Director Barreras administered the Oath of Office to Commissioner Koch, who started a new term as Joint Appointee from December 1, 2020 to November 30, 2023.

3. Consideration of MUSD Personnel Commission Organization: 2021 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to appoint Fran Wheat as Chairperson per PC Rule 2.1.5. MOTION NO. 27-2020/21.

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

- It was moved by Commissioner Wheat and seconded by Commissioner Koch to appoint Phil Janzen as Vice Chairperson per PC Rule 2.1.5. MOTION NO. 28-2020/21.

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

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to appoint Director Barreras as Secretary per PC Rule 2.1.5. MOTION NO. 29-2020/21.

Ayes:	Commissioners Janzen, Koch, Wheat
Noes:	None

Absent: None
Abstained: None

4. Adoption of Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the adoption of the agenda. MOTION NO. 30-2020/21.

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

5. Communications

- There were no public comments.

6. Consent Agenda

- It was moved by Vice Chair Janzen and seconded by Commissioner Koch to approve the Consent Agenda. MOTION NO. 31-2020/21.

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

7. New Business

A. Consideration and Adoption of the 2021 Personnel Commission Regular Meeting Calendar

- Director Barreras presented the 2021 Personnel Commission regular meeting calendar and noted a typing error that should state "Thursday instead of Monday" for the January 21, 2021 meeting. She also stated that the June 23, 2021 meeting is being held on a Wednesday instead of the regular 3rd Thursday of the month and this is due to the Classified Conference being held on June 16 & 17, 2021.

- It was moved by Vice Chair Janzen and seconded by Chairperson Wheat to approve the the 2021 Personnel Commission Regular Meeting Calendar. MOTION NO. 32-2020/21.

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

8. Information and Reports

A. Director's Report

- Director Barreras provided a brief report on the Steering Committee for the Classification & Compensation Study. We have received about 32% of the Phase 1 Employee Questionnaires; however, the deadline was extended from December 4 to December 8. We are now at about 100 questionnaires out of 196 incumbents.
- The Steering Committee worked on drafting the job description components from the purpose statement, KSAs, to the education etc., I will be sending a copy of the draft job description to the Steering Committee members early next week for their input.
- In early January, we will be setting up employee interviews for those that returned employee questionnaires'.

- The IT Department also has three new job description to assist the COVID-19 needs and CSEA and the Steering Committee are fine moving forward with this. The new job descriptions will be brought forward to the PC meeting in January.
- In looking at our department, Mary Siegl has moved over to HR and created a vacancy. I am having the consultants look at the organization of our department. I have drafted essential functions for the position that I foresee. This will help build a career ladder for promotional opportunities. I will bring you more information as it develops.
- I am still working on having the Consultants present at the next PC meeting a brief presentation on the Classification & Compensation Study.

B. Commissioner's Report
- No reports.

9. Next Regular Personnel Commission Meeting

- Thursday, January 21, 2021 at 4:30 pm
  Madera Unified School District Office –Virtually through Zoom
  1902 Howard Road
  Madera, California 93637

10. Suggested Future Agenda Items
- None were suggested.

11. Adjournment

- Chair Wheat adjourned the Public Session at 4:52 PM.

Isabel Barreras, Director of Classified HR Date: December 11, 2020

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: January 21, 2021

Agenda Item:
Consideration and Approval of Eligibility Lists for: Budget Accounting Analyst, Database Administrator – Developer, Maintenance Journey-Lead-Plumbing and Office Assistant.

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. Budget Accounting Analyst, 1-21.21
2. Database Administrator – Developer, 1-21-21
3. Maintenance Journeymen – Lead- Plumbing, 1-21.21
4. Office Assistant, 1-21-21

Recommendation:
It is recommended that the Personnel Commission approve the Eligibility lists as presented.

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: January 21, 2021

Agenda Item:
Discuss and approve Initial Salary Placement for Database Administrator - Developer.

Agenda Placement:
Action

Background:
District administration has presented the Personnel Commission with a request for an initial salary placement for the candidate of Database Administrator – Developer. PC staff is requesting approval to place the candidate with an initial salary placement at Range 65, Step 5 of the regular classified salary schedule.

The candidate has over 10 years of work experience with information technology support services in a K-12 environment, ranging from daily technical support to programming of custom software for district utilization and integration with the Aeries SIS; and has a Bachelor's degree in Computer Science, which far exceeds the educational requirements for this position.

The following Personnel Commission Rules apply to this request: PC Rules 8.2.1.1: Additional qualifying experience; PC Rule 8.2.1.2 - additional education at the college level limited to no more than one step for each two years of education related to the position;
PC Rule 8.2.1.3: Difficulty experience in the recruitment of candidates; and PC Rule 8.2.1.4: Additional skills or qualifications of the candidate that makes him/her especially qualified for the position.

Recommendation:
It is recommended that the Personnel Commission approve the Initial Salary Placement for the Database Administrator - Developer at Range 65, Step 5 ($47.14 hourly, $98,424 yearly) of the classified salary schedule.

No attachments.

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: January 21, 2021

Agenda Item:
Discuss and approve the new job class description for Information Security Analyst.

Agenda Placement:
Action

Background:
District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under the existing earlier organizational design.

The first phase of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2019 with the restructuring of the *Information Systems Series* and the revisions to the *Database Administrator – Developer* classes. Other existing IT job classifications that will remain in the reorganized department will be reviewed and updated during Phase 1 of the general classification review project that is currently underway using the services of EH&A.

This next phase of the IT departmental reorganization seeks to:

(a) enhance the reliability, security and protection of the District's technology hardware, software, networks and other systems;
(b) improve the functioning of certain specialized systems with a dedicated position with a focused skill set; and
(c) dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

To initiate the achievement of the first of the three objectives, this proposal presents for the Commission's consideration and approval the following new job class description of **Information Security Analyst**.

This position reports to the Director of Information Technology or designee, the Information Security Analyst designs, facilitates and maintains network security polices, standards, forms, and procedures to protect District information systems against unauthorized access and attacks in order to ensure a safe and reliable learning and working environment; implements Board-approved Acceptable Use Policies for both student, parent and staff computer and network use; ensures that security policies and configurations are

applied and maintained for routers, switches, remote access devices, firewalls, servers, desktops, laptops, and other network devices. The incumbents in this classification provide the school community with a safe and reliable technological environment that supports, facilitates, and promotes student learning.

Three additional other new classes are contemplated for development by the District to be submitted for the Commission's consideration later this Spring and are not included in this Agenda item.

Salary surveys were conducted by using ten school and community college districts as an external market. The surveyed districts are listed in the attached summary.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which 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 proposed new class and attached job class description and the recommended Salary Range allocation as presented in the table below:

JOB CLASS TITLE	NEW OR REVISED	SALARY RANGE RECOMMENDATION
Information Security Analyst	New	Range 57 ($71,004 - $92,460) of the 2020/2021 Classified Salary Schedule

Attachments:
Job Class Description: Information Security Analyst
Classified Salary Survey Recommendation

CLASSIFIED **Job Class Description** Equal Employment Opportunity	MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION APPROVED MOTION NO. ##-####/## DOCUMENT NO. ##-####/## DATED Mo/Da/Year

NEW JOB CLASS IN REORGANIZATION OF TECHNOLOGY DEPARTMENT
PROPOSED TITLE: INFORMATION SECURITY ANALYST

DEPARTMENT/SITE: Information Technology and Support Services	**SALARY SCHEDULE:** Classified **SALARY RANGE:** TBD per 2020/2021 B.U. Schedule **WORK YEAR:** 12 Months (261 Days)
REPORTS TO: Director of Information Technology and Support Services	**FLSA:** Non-Exempt

PURPOSE STATEMENT:
Under the general direction of the Director of Information Technology or designee, the Information Security Analyst designs, facilitates and maintains network security polices, standards, forms, and procedures to protect District information systems against unauthorized access and attacks in order to ensure a safe and reliable learning and working environment; implements Board-approved Acceptable Use Policies for both student, parent and staff computer and network use; ensures that security policies and configurations are applied and maintained for routers, switches, remote access devices, firewalls, servers, desktops, laptops, and other network devices. The incumbents in this classification provide the school community with a safe and reliable technological environment that supports, facilitates, and promotes student learning.

DISTINGUISHING CHARACTERISTICS
This is the second level in the Information Security Series. The Information Security Analyst is at an advanced level and plans, designs, tests, implements and maintains security infrastructures to ensure the integrity, operation, functionality, reliability and redundancy of all technology-supported networks, servers, systems and data storage/retrieval capability of the District.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Analyzes, recommends, and implements changes to user permissions in District systems and cloud services.
- Assists with the implementation of network equipment as needed, including physical installation of network equipment.
- Configures RADIUS (Remote Authentication Dial-In User Service) and similar systems to facilitate secure network authentication on wireless access points, wired Ethernet connections, web servers, routers, switches, firewalls, as well as other network devices.
- Creates complex scripts for the purpose of monitoring systems, diagnostics, problem correction and for automating routine tasks.
- Designs, configures, tests, updates and monitors auditing systems and/or appliances that safeguard and maintain logs of students, teachers, outside contractors, and staff activities.
- Designs, implements, troubleshoots and maintains identity management systems that integrate with sources of authority systems, LDAP (Lightweight Directory Access Protocol) controls, and email services.
- Designs, tests, implements and maintains a variety of network equipment and configurations including, but

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not limited to cloud services, enterprise firewalls, content filters, core and edge routers, core and edge switches, wireless access points, network object groups, VoIP equipment, VLAN (virtual area network), NAT (Network Address Translation) addressing rulesets, RADIUS, and other access control lists in relation to network security.

- Plans, monitors, secures, tests, upgrades and maintains the District's network security infrastructures consisting of elements of networks, desktops, servers, cloud services, and other network-attached devices.
- Prepares written technical documentation, training materials, standards, reports, and other documents as assigned; reviews documents for accuracy and completeness.
- Recommends and implements security-related policies for user account creation, user password standards, access control lists, software installation and standards, hardware security standards, and network access to ensure the safety, confidentiality and integrity of District information.
- Recommends, coordinates and implements group policies as applicable to support students, conducts computer forensic investigations on District hardware, software and/or cloud services as needed.
- Recommends email policies to ensure that computers and networks are used appropriately and to protect students and staff from receiving email from unapproved sources.
- Responds to help desk inquiries when required.
- Serves as project leader to support the effective operation of the department in collaborating with multiple stakeholders throughout the District during large, interdepartmental projects.
- Trains and provides clear direction and guidance to staff and users as required regarding assigned programs and in support of professional learning.
- Travels to user sites as appropriate to meet the needs of students and staff.
- Works additional hours and on extended assignments, including evenings and weekends, to accommodate testing, support, maintenance, and potential call back for emergencies and project deadlines.
- Works with vendors to evaluate solutions to District needs.
- Perform other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application.)

Knowledge of:

- Principals of systems analysis
- Operating systems and scripting languages used by the District
- Mainframe and personal computers, LAN's (Local Area Networks), WAN's (Wide Area Networks) and convergent technologies, TCP/IP (Transmission Control Protocol/Internet Protocol), UDP (User Datagram Protocol) and ARP (Address Resolution Protocol)
- Layer 2-5 network security protocols
- Network protocol analyzers and packet decoding
- A variety of enterprise class server platforms, to include current Microsoft, Linux, VMWare or Unix variants
- Methods of managing large enterprise network and distributed system environments
- LAN/WAN protocols and topologies
- Network routing and switching technologies (HP and Cisco preferred)
- Firewalls, remote access, QoS (Quality of Service) and traffic management
- Network and server security policy implementation
- Disaster Recovery (DR) projects or maintenance of DR environments
- Layer 2 network technologies including switches, VLANs, QoS, spanning tree/RSTP/MSTP (rapid

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spanning tree/multiple spanning tree protocol) and 802.1q. Wireless management and related technologies
- Interpersonal skills using tact, patience and courtesy
- RADIUS servers and 802.1x network access protocols
- VoIP/SIP (Session Initiation Protocol) in a production environment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer to enter data, maintain records, and generate reports (proficiency required in Excel)
- Laws, codes, regulations, policies, procedures and best practices applicable to network security

Skills and Abilities to:

- Script in either PowerShell or PHP (Hypertext Preprocessor).
- Effectively utilize computer security monitoring and analysis tools
- Adhere to safety practices
- Operate computer equipment and related peripherals
- Plan and manage projects
- Install and maintain electronic equipment
- Communicate, understand and follow both oral and written directions effectively
- Analyze situations accurately and adopt an effective course of action
- Plan, prioritize and organize work to meet schedules and timelines
- Analyze system requirements and establish system procedures
- Communicate with and understand user needs and systems requirements
- Read, understand, explain and implement technical material from manuals and journals
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Multitask and perform in a fast paced, critical environment
- Initiate and demonstrate flexibility in the prioritization of responsibilities
- Analyze and troubleshoot situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Learn District organization, operations, policies, objectives and goals
- Provide technical guidance and recommendations concerning existing computer security protocols, programs, systems, and possible upgrades
- Demonstrate organizational loyalty and high ethical standards
- Think critically and creatively to assess situations and provide novel solutions
- Analyze situations accurately and adopt effective courses of action
- Communicate effectively and efficiently and understand and appropriately follow oral and written directions
- Work independently and effectively with minimum direction despite many interruptions and under time constraints
- Plan and organize work to meet schedules and deadlines

RESPONSIBILITY

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Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills and Abilities listed above.*)

EDUCATION REQUIRED:

Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, or closely related field. Additional qualifying experience beyond the four (04) years required, may be substituted for the required education on the basis of one year of experience for 24 semester/45 quarter units of coursework.

EXPERIENCE REQUIRED:

Four (04) years of professional experience in systems design, development, scripting, network design, administration, and optimization in a large LAN/WAN production environment. At least one(01) year of this experience must have included the primary responsibility for network, server, and systems security similar to those described in the essential functions above.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to meetings, training sessions, and conferences away from the office such as at school sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score.
- After offer of employment, obtain:
    - Criminal Justice and FBI Fingerprint Clearance
    - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

- Work is primarily indoors in an office environment under minimal temperature variations and occasionally requires sitting for extended periods
- Lift and move equipment weighing up to 50 pounds
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Use hands and fingers to grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions and assisting staff at school sites.
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with blood-borne pathogens and communicable diseases

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Information Security Analyst
Comparison Survey for Proposed New Class

Footnotes and District Color Key on Page 3

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION – MQ	EXPERIENCE – MQ	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs.)	Max Annual (SR-Salary Range) (2080 hrs.)	HOULY Step1 – Max Step
Madera USD (K-12) *21,148**	**Information Security Analyst *(proposed class)*** "...designs, facilitates and maintains network security polices, standards, forms, and procedures to protect District information systems against unauthorized access and attacks in order to ensure a safe and reliable learning and working environment..."	Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, or closely related field. Additional qualifying experience beyond the four (04) years required, may be substituted for the required education on the basis of one year of experience for 24 semester/45 quarter units of coursework.	Four (04) years of professional experience in systems design, development, scripting, network design, administration, and optimization in a large LAN/WAN production environment. At least one(01) year of this experience must have included the primary responsibility for network, server, and systems security similar to those described in the essential.	**CA Driver's License**	**Suggested: $70,740 SR 57 Step 1**	**Suggested: $92,102 SR 47 Step 7**	**Suggested: 34.01 – 44.28** ***30.20%***
[1, 2] Central USD (K-12) *15,841**	**No match**						
[1, 2] Clovis USD (K-12) *43,654**	**No match**						
[1] Dinuba USD (K-12) *6,670 **	**No match**						
[1]Fairfield-Suisun USD (K-12) *21,287 **	**No match**						
[1, 2] Fresno USD (K-12) *73,381**	**Network Security Specialist (NSS)** Per Ed-Data.org, Fresno USD has a student enrollment of about 80,000 compared to Madera USD's just over 21,000. Such a large size results in a more complex, multi-layered organizational structure with specialized classes and available resources for services.	Any combination equivalent to: bachelor's degree in Information Systems, computer science or related field	Four (4) years of experience in systems development and application programming as well as network design, administration and optimization Experience in a large enterprise LAN and WAN production environment supporting complex, highly available multi-protocol networks.	Possession of relevant professional certifications such as CCNP MCSE or equivalent or ability to obtain within one year.	$81,030 G62 Step 1	$98,670 G62 Step 5	$38.96 - $47.44 *21.77%*
[1, 2] Merced City SD (K-8) *11,079 **	**No match**						
[3] Merced UHSD	**No match**						

Averages of annual salary and hourly wage data, as well as all explanatory footnotes, are detailed on page 3

Information Security Analyst
Comparison Survey for Proposed New Class

Footnotes and District Color Key on Page 3

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION – MQ	EXPERIENCE – MQ	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs.)	Max Annual (SR-Salary Range) (2080 hrs.)	HOULY Step1 – Max Step
(9-12) *19,748* *							
[1] State Center CCD (13-14) *68,000* *	**Infrastructure Systems Engineer** "Under direction, serves as the technical architect, engineer, designer and administrator for Datacenter and enterprise-wide infrastructure operations including the design, deployment and monitoring of infra structure systems security..." "Serves as primary architect and administrator for the Districtwide internet service delivery including firewall and internet security services..." Listed as one function among many others not related to security.	Graduation from an accredited college or university with a bachelor's degree in computer science, management or information systems, computer engineering or a closely related field	At least four (04) years of progressively responsible experience in the development and administration of systems and network infrastructures in an information systems environment similar in size and complexity to that of the District; or an equivalent combination of training and experience	Current Cisco, VMware VCP, Microsoft MSCE and CISSP certifications preferred. Valid CA driver's license and maintain insurability under District's vehicle insurance program.	$87,133 SR100 Step A	$107,161 SR100 Step H	41.89 – 51.52 *22.99%*
[2] Stockton USD (K-12) *41,679* *	**Network Administrator** "...solving complex network connectivity and security problems, assess security issues and takes appropriate corrective action..." Listed as one function among many others not related to security.	Any combination of education, training, and/or experience equivalent to: **BA/BS in Computer Science, Information Systems or comparable major.**	. A minimum of five (5) years of progressively responsible experience in network administration in a complex technical computer/network environment.	Valid CA Class C DL Information tech industry certifications preferred Valid First Aid and CPR certificates w/in 60 days of hire date	$90,584 SR 70 Step A	$110,115 SR 70 Step E	43.55 - 52.94 *21.56%*
[2] Visalia USD (K-12) *29,375* *	**Systems Analyst II** "Implement and maintain computer and network security..." Listed as one function among many others not related to security.	Associate degree or equivalent with an emphasis in Information Systems, Computer Science, and/or Data Processing. Appropriate experience may be substituted for a degree on a 2:1 basis.	Three (3) years of increasingly responsible experience in the installation, configuration, maintenance and management of computer and network systems; two (2) years of supervisory or leadership experience.	Hold and maintain a valid California Driver License	$85,399 Div. "X" Step 1 259 days on Mgt. Schedule	$96,942 Div. "X" Step 5 259 days on Mgt. Schedule	41.22 – 46.79 *13.5%%*

Averages of annual salary and hourly wage data, as well as all explanatory footnotes, are detailed on page 3

Information Security Analyst
Comparison Survey for Proposed New Class

Footnotes and District Color Key on Page 3

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION – MQ	EXPERIENCE – MQ	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs.)	Max Annual (SR-Salary Range) (2080 hrs.)	HOULY Step1 – Max Step
				AVERAGES:	$86,036.50	$103,222	41.41 – 49.67 *19.95%*

* NOTE: Enrollment numbers from https://www.ed-data.org/ and from https://www.scccd.edu/about/

FOOTNOTE DETAILS REGARDING THE COMPARISON AGENCIES IN THE TABLE ABOVE:

[1] Seven (07) districts were surveyed for comparison in October 2020 in connection with salary allocation recommendations to the Commission for the *Information Systems Technician*, *Information Systems Specialist I, II* and *Lead*, and *Database Administrator–Developer* job classes. These were the seven districts: Central USD, Clovis USD, Dinuba USD, Fresno USD, Fairfield-Suisun USD, Merced City SD, and State Center CCD

[2] Six (06) districts have been requested by Madera's classified bargaining unit as the minimum array of districts to be surveyed in Phase 4 of the current classification and compensation review being conducted by EH&A. These are the six districts: Central USD, Clovis USD, Fresno USD, Merced City SD, **Stockton USD**, and **Visalia USD**

[3] One (01) additional district has been included in the survey above, Merced UHSD, in order to capture both the K-8 AND the 9-12 grade level agencies in the Merced area considering that Madera USD is itself a K-12 district.

NOTES REGARDING SUGGESTED SALARY ALLOCATION FOR THE PROPOSED NEW MADERA USD CLASS *INFORMATION SECURITY ANALYST*:

Ten other agencies were surveyed for possible matching jobs. Four reasonably close matches were identified among the ten other agencies: Fresno USD, State Center CCD, **Stockton USD**, and **Visalia USD**.

Three of the four matches (Fresno USD, **Stockton USD**, and **Visalia USD**) are in agencies that the Madera classified bargaining unit has requested be among the agencies to be surveyed in Phase 4 of the current classification plan and salary review study.

Two of the four matches (Fresno USD and State Center CCD) are in agencies that were recently used for the recommendations on five other IT jobs approved by the Commission in October 2020 four months ago.

Allocation to Madera's SR 57 is slightly less than the average of the four matches. However, factors such as relative size of the agencies, differences in non-security functions assigned to matched jobs and how IT services may be organized in different agencies suggest that consideration also include internal relationship among classes in Madera's IT Department. The *Information Security Analyst* class is specialized to focus on security, protection and integrity of the technology that supports all aspects of the District's missions that rely on technology including both student learning and instruction as well as administrative and business operations. Recent events as reported in news media indicate that real threats from bad internet actors must be guarded against with much diligence and expertise that warrant dedicating resources specifically to such protection and security endeavors and activities. SR 57 reasonably reflects the level and scope of functions and responsibilities relative to other IT classes (second highest SR allocation among bargaining unit IT department job classes), and therefore also extends promotional opportunities to the existing workforce.

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: January 21, 2021

Agenda Item:
Discuss and approve the new job class description for Network Support Specialist.

Agenda Placement:
Action

Background:
District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under the existing earlier organizational design.

The first phase of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2019 with the restructuring of the *Information Systems Series* and the revisions to the *Database Administrator – Developer* classes. Other existing IT job classifications that will remain in the reorganized department will be reviewed and updated during Phase 1 of the general classification review project that is currently underway using the services of EH&A.

This next phase of the IT departmental reorganization seeks to

(a) enhance the reliability, security and protection of the District's technology hardware, software, networks and other systems;
(b) improve the functioning of certain specialized systems with a dedicated position with a focused skill set; and
(c) dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

To initiate the achievement of the second of the three objectives, this proposal presents for the Commission's consideration and approval the following new job class description of **Network Support Specialist.**

This position reports to the Director of Information Technology and day-to-day work in coordination with the Network Administrator, the Network Support Specialist installs, configures, maintains and troubleshoots District wide area and local area network (WAN/LAN) hardware and software, VoIP (Voice

over Internet Phone) systems, wireless internet access systems, security camera systems, student LTE (Long Term Evolution telecommunications) and other devices connected to the "Internet of Things;" provides information, direction and/or recommendations regarding network installations and configurations; resolves network operational issues; and provides technical support to district and site staff. The incumbents in this classification provide the school community with robust, reliable networks which directly supports student learning and achievement.

Three additional other new classes are contemplated for development by the District to be submitted for the Commission's consideration later this spring and are not included in this Agenda item.

Salary surveys were conducted by using ten school and community college districts as an external market. The surveyed districts are listed in the attached summary.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which 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 proposed new class and attached job class description and the recommended Salary Range allocation as presented in the table below:

JOB CLASS TITLE	NEW OR REVISED	SALARY RANGE RECOMMENDATION
Network Support Specialist	New	Range 40 ($50,100 - $65,892) of the 2020/2021 Classified Salary Schedule

Attachments:
Job Class Descriptions: Network Support Specialist
Classified Salary Survey Recommendations

CLASSIFIED

Job Class Description

Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
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APPROVED MOTION NO. ##-####/##
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DATED Mo/Da/Year

CURRENT TITLE: NONE - NEW JOB CLASS
PROPOSED TITLE: NETWORK SUPPORT SPECIALIST

DEPARTMENT/SITE: Information Technology and Support Services	**SALARY SCHEDULE:** Classified **SALARY RANGE:** TBD per 2020/2021 Schedule **WORK YEAR:** 12 Months (261 Days)
REPORTS TO: Director of Information Technology and Support Services	**FLSA:** Non-exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information Technology and day-to-day work in coordination with the Network Administrator, the Network Support Specialist installs, configures, maintains and troubleshoots District wide area and local area network (WAN/LAN) hardware and software, VoIP (Voice over Internet Phone) systems, wireless internet access systems, security camera systems, student LTE (Long Term Evolution telecommunications) and other devices connected to the "Internet of Things;" provides information, direction and/or recommendations regarding network installations and configurations; resolves network operational issues; and provides technical support to district and site staff. The incumbents in this classification provide the school community with robust, reliable networks which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Network Series. The Network Support Specialist provides professional technical services and intermediate diagnostic response for a variety of technology-based systems that support students, teachers, and District personnel. Day-to-day work assignments, priorities, and coordination are typically provided by the Network Administrator.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Analyzes, evaluates and makes recommendations to needs-design processes, configuration settings, data flow, and other system features and changes initiated to enhance platform functionality and reliability.
- Collaborates with other IT Department personnel as needed to administer, maintain, or modify server and/or cloud software in the furtherance of District goals and objectives.
- Collaborates with a variety of District personnel and outside vendors to implement and maintain services.
- Creates, follows, maintains and reviews for accuracy, a variety of written and oral procedures including technical documentation, standards, reports, training materials, and other documents as and protocols as assigned.
- Diagnoses and solves network, wireless, and VOIP problems relating to assigned networks, including logging requests, monitoring progress, tracking problem resolutions, identifying patterns of failures, and researching problem resolutions.
- Ensures reliability and functioning of networks using a variety of management and diagnostic software and hardware.
- Installs and maintains end-user VOIP units and devices, wireless access points, switching equipment,

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District-provided student or staff LTE devices, and other endpoint devices connected to the network.
- Performs network system administration on network servers as needed to maintain core network services such as DHCP (Dynamic Host Configuration Protocol), DNS (domain name system), and FTP (file transfer protocol).
- Provides guidance and direction for proper usage of assigned network-related equipment.
- Provides training and guidance to staff and users including making presentations at in-service sessions, regarding the use and application of computer and network hardware and software programs and apps.
- Responds to help desk requests as required and in accordance with protocols.
- Schedules, monitors, runs, and tests network system and server backup and recovery processes in a reasonable and timely manner.
- Supports and troubleshoots District and site network operations and LAN/WAN management and maintenance procedures and protocols, including cable/wireless installations and maintenance.
- Tests and maintains site-based local area networks (LAN) hardware and related software as assigned.
- Travels to various District sites/departments to provide technical support as needed.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Principles of LAN/WAN design, monitoring, and operation
- Basic wireless architecture and VoIP technologies
- Configuration, management and maintenance of network switching and routing equipment
- Layer2/layer 3 networking principles and design
- LAN/WAN diagnostic techniques
- Monitoring and management systems typically found in a Network Operations Center
- Server hardware, operating systems, software, backup and recovery (including Microsoft Windows Server, Unix, or Linux)
- Networking concepts, practices and troubleshooting such as firewalls, DNS, DHCP, Host Names, File and Print Services
- Scripting Languages and SQL server databases
- Methods and processes of statistical analysis and data reporting
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary

Skills and Abilities to:

- Analyze and resolve complex technical problems related to LAN/WAN equipment and systems
- Troubleshoot and repair LAN/WAN equipment
- Operate various network hardware and software
- Install and maintain network hardware including related servers and components
- Create complex scripts
- Work in a virtualized environment and manage computers remotely
- Run and schedule application tasks
- Prepare and present various comprehensive technical materials
- Use operating systems, spreadsheets, word processing and presentation apps to prepare reports, training materials, and other documents related to assigned duties

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- Configure for high availability, including technologies, protocols and practices such as failover clustering, hardware redundancy and load balancing
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Work independently with little direction
- Plan, prioritize and schedule work to adhere to timelines and to meet deadlines
- To respond to support requests and unexpected needs after hours and on weekends
- Communicate, understand and follow oral and written directions effectively
- Research and learn new or updated computer systems/software program and apply them to current work
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Learn District organization, operations, policies, protocols, procedures, objectives and goals

RESPONSIBILITY:
Responsibilities include working under limited supervision following standardized practices and or methods. Utilization of 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.

JOB QUALIFICATIONS / REQUIREMENTS:
(*At time of application and in addition to the Knowledge, Skills and Abilities listed above.*)

EDUCATION REQUIRED:
High School diploma or equivalent.

EXPRIENCE REQUIRED:
Three (03) years of experience in providing technical support to computer users in a network environment and in the maintenance, operation, and repair of computer systems, networks and software, at least two of which must have included responsibility as the primary technical support for LAN/WAN systems. Course work in computer science, computer engineering, or a closely related field may be substituted for up to one (01) year of the required experience on the basis of 30 semester/45 quarter units for one year of experience.

LICENSE(S) REQUIRED:
- Valid, current California Driver's License to travel among District departments and sites to provide services as needed.

CERTIFICATIONS AND TESTING REQUIRED:
- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:
(*Must be performed with or without reasonable accommodations*)
- Work is primarily indoors in a technical environment under minimal temperature variations and occasionally requires sitting and standing for extended periods
- Lift and move computer equipment and other devices weighing up to 50 pounds
- Reaching overhead, above the shoulders and horizontally

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- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to repair equipment, check wiring, retrieve and store equipment, files and supplies
- Dexterity of hands and fingers to hold and operate repair tools and parts, use a computer keyboard to enter data, operate other office equipment, and maintain paper files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen and work on equipment, small parts, and color-coded wires
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions and assisting staff at school sites
- Exposure to intermittent noise and interruptions typical of a school environment and computer server rooms
- Potential for contact with blood-borne pathogens and communicable diseases

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Network Support Specialist
Comparison Survey

Footnotes and District Color Key on Page 4

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs.)	Max Annual SR (Salary Range) (2080 hrs.)	HOULY Step1 – Max Step
Madera USD	**Network Support Specialist** "... installs, configures, maintains and troubleshoots District wide area and local area network (WAN/LAN) hardware and software, VoIP (Voice over Internet Phone) systems, wireless internet access systems, security camera systems, student LTE (Long Term Evolution telecommunications) and other devices connected to the 'Internet of Things' ..." "Installs and maintains end-user VOIP units and devices, wireless access points, switching equipment, District-provided student or staff LTE devices, and other endpoint devices connected to the network."	High School diploma or equivalent.	Three (03) years of experience in providing technical support to computer users in a network environment and in the maintenance, operation, and repair of microcomputer systems, networks and software, at least two of which must have included responsibility as the primary technical support for LAN/WAN systems. Course work in computer science, computer engineering, or a closely related field may be substituted for up to one (01) year of the required experience on the basis of 30 semester/45 quarter units for one year of experience.	Valid, current CA Driver's License to drive to meetings, training sessions, and conferences away from the office such as at school sites	**$50,100** SR 40 Step 1	**$65,892 SR 40 Step 7**	**23.99 – 31.56** *44.06% spread*
[1, 2] Central USD (K-12) *15,841*	**No match**						
[1, 2] Clovis USD (K-12) *43,654*	**No match**						
[1] Dinuba USD (K-12) *6,670*	**No match**						
[1] Fairfield-Suisun USD (K-12) *21,287*	**No match**						
[1, 2] Fresno USD (K-12) *73,381*	**Network Technician I** Diagnose, log requests, monitor progress, track problem resolutions, identify	Any combination equivalent to: 2 years of college-level course work in computer science or related field, and	2 years of experience including training involving instructional technology, or combination of the education and experience	Cisco Certified Network Associate (CCNA) or	$ 50,502 SR G-43 Step 1	$ 61,734 Step 5	$24.28 - $29.68 22.24%

Averages of annual salary and hourly wage data, as well as all explanatory footnotes, are detailed on page 4

Network Support Specialist
Comparison Survey

Footnotes and District Color Key on Page 4

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs.)	Max Annual SR (Salary Range) (2080 hrs.)	HOULY Step1 – Max Step
	pattern of failures, research and solve network, wireless, and Voice-over-Internet Protocol (VoIP) problems as related to assigned duties; provide guidance for proper usage of equipment			equivalent or ability to obtain within one year.			
[1, 2] Merced City SD (K-8) *11,079*	**PC/Telecommunications Support Technician II** "...perform duties of the PC/Telecommunications Support Technician I level in addition to specializing in the VoIP environment and monitoring ..."	"Any combination equivalent to: High school diploma or equivalent GED supplemented by college-level coursework in electronics, computer repair, computer science or related field ..."	"...and three (3) years of experience in the repair of computers and peripheral equipment including experience with telecommunication systems and equipment."	Valid CA Class C driver license	$39,416 SR J Step 1	$67,434 SR J Step 12	18.95 – 32.42 *71.08% spread*
[3] Merced UHSD (9-12) *19,748*	**Network Technician** "Under the direction of the Director of Information Technology and Instructional Services department ... Responsible for maintenance of servers, VOIP, routers, switches and all infrastructure ..."	High School diploma or recognized equivalent. Coursework in computer applications/hardware. AA/AS Degree or equivalent training in computer information systems or closely related field.	"Three years' experience in Microsoft/Chrome environment. Experience on a LAN and WAN infrastructures in cloud, mini-computers and/or microcomputer environment. Experience configuring and maintaining an enterprise class network. Experience in proper wiring a complete LAN. Experience in Microsoft Windows, Office, and Internet services. School or school district computer background desirable. Experience in multimedia audio/visual equipment set up and installation."	Recommend to possess valid certifica-tion(s) from Microsoft, or Cisco.	$46,848 SR R Step 1	$66,912 SR R Step 12	22.51 – 32.16 *56.19% spread*
[1] State Center CCD (13-14) *68,000*	**Telecommunications Specialist** "...plans, schedules, coordinates, operates and maintains voice telecommunication systems that provide effective, reliable	An associate degree in communications, computer science or a closely related field, and or an equivalent combination of training and experience.	3 years of progressively responsible experience performing telecommunication support functions involving trouble-shooting, installing, configuring and maintaining	valid California driver's license and the ability to maintain insurability	$ 66,214 Step 1 new schedule	$ 81,435 Step 8 new schedule	31.83 – 39.15 23.00%

Averages of annual salary and hourly wage data, as well as all explanatory footnotes, are detailed on page 4

Network Support Specialist
Comparison Survey

Footnotes and District Color Key on Page 4

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs.)	Max Annual SR (Salary Range) (2080 hrs.)	HOULY Step1 – Max Step
	and secure internal and external communication services District-wide; oversees the day-to-day administration, maintenance and support of a variety of voice communication systems, networks and equipment including PBX and Voice Over IP (VoIP) systems, boxes, elevators, emergency broad cast systems, eFax system, AV systems and voice mail servers ..."		telecommunication systems and equipment	under the District's vehicle insurance program			
[2] Stockton USD (K-12) *41,679*	**No match**						
[2] Visalia USD (K-12) *29,375*	**No Match**						

Averages of annual salary and hourly wage data, as well as all explanatory footnotes, are detailed on page 4

				AVERAGES:	$50,745	$69,379	24.39 – 33.35 *41.55% spread*

FOOTNOTE DETAILS REGARDING THE COMPARISON AGENCIES IN THE TABLE ABOVE:

[1] Seven (07) districts were surveyed for comparison in October 2020 in connection with salary allocation recommendations to the Commission for the *Information Systems Technician, Information Systems Specialist I, II* and *Lead*, and *Database Administrator–Developer* job classes. These were the seven districts: Central USD, Clovis USD, Dinuba USD, Fresno USD, Fairfield-Suisun USD, Merced City SD, and State Center CCD

[2] Six (06) districts have been requested by Madera's classified bargaining unit as the minimum array of districts to be surveyed in Phase 4 of the current classification and compensation review being conducted by EH&A. These are the six districts: Central USD, Clovis USD, Fresno USD, Merced City SD, Stockton USD, and Visalia USD

[3] One (01) additional district has been included in the survey above, Merced UHSD, in order to capture both the K-8 AND the 9-12 grade level agencies in the Merced area considering that Madera USD is itself a K-12 district.

NOTES REGARDING SUGGESTED SALARY ALLOCATION FOR THE PROPOSED NEW MADERA USD CLASS *NETWORK SUPPORT SPECIALIST:*

Ten other agencies were surveyed for possible matching jobs. Four reasonably matches were identified among the ten other agencies: Fresno USD, Merced City SD, Merced UHSD. and State Center CCD.

Two of the three matches are agencies (Fresno USD, Merced City SD) that the Madera classified bargaining unit has requested be among the agencies to be surveyed in Phase 4 of the current classification plan and salary review study.

One of the three matches is an agency (Merced UHSD) that has been included in this survey in order to capture both the K-8 AND the 9-12 grade level agencies in the Merced area.

One of the three matches is an agency (State Center CCD) that was surveyed for comparison in October 2020 in connection with salary allocation recommendations to the Commission for other classes examined as part of the first step in the IT Department reorganization.

Allocation to Madera's SR 40 is slightly less than the average of the four matches. However, factors such as relative size of the external agencies (Fresno enrollment is 73,381 and State CCD enrollment is approximately 60,000), differences in the variety and scope of other functions assigned to matched jobs and how IT services may be organized in different agencies, and the number of steps on a salary range affecting the rate at top step (e.g., Merced City SD and Merced UHSD both have 12 steps compared to the 8 steps at State Center CCD, the 7 Steps at Madera USD, and the 5 Steps at Fresno USD) suggest that consideration also include internal relationship among classes in Madera's IT Department. The *Network Support Specialist* class has sufficient overlap with the Network Specialist class to suggest placement at the same Range 40 as an initial Salary Range allocation. Both classes should be examined further in Phase 4 of the recently started classification and compensation review project.

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: January 21, 2021

Agenda Item:
Discuss and approve the new job class description for Educational Information Systems Manager.

Agenda Placement:
Action

Background:
District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under the existing earlier organizational design.

The first phase of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2019 with the restructuring of the *Information Systems Series* and the revisions to the *Database Administrator – Developer* classes. Other existing IT job classifications that will remain in the reorganized department will be reviewed and updated during Phase 1 of the general classification review project that is currently underway using the services of EH&A.

This next phase of the IT departmental reorganization seeks to:

(a) enhance the reliability, security and protection of the District's technology hardware, software, networks and other systems;
(b) improve the functioning of certain specialized systems with a dedicated position with a focused skill set; and
(c) dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

To initiate the achievement of the third of the three objectives, this proposal presents for the Commission's consideration and approval the following new job class description of **Educational Information Systems Manager**.

This position reports to the Director of Information Technology and Support Services, the Educational Information Systems Manager designs highly effective systems of operational efficiencies and supervises assigned technical staff involved with the design, acquisition, deployment and/or maintenance of

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educational information systems intended to strengthen student achievement. The incumbent in this classification provide the school community with current education technology systems and tools which directly support student learning.

Three additional other new classes are contemplated for development by the District to be submitted for the Commission's consideration later this spring and are not included in this Agenda item.

Salary surveys were conducted by using ten school and community college districts as an external market. The surveyed districts are listed in the attached.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which 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 following new classes and its recommended Salary Range allocations as presented in the table below:

JOB CLASS TITLE	NEW OR REVISED	SALARY RANGE RECOMMENDATION
Educational Information Systems Manager	New	Range 13 ($93,336 - $119,216) of the 2020/2021 Classified Supervisory Salary Schedule

Attachments:
Job Class Descriptions: Educational Information Systems Manager
Classified Salary Survey Data with Recommendations

	CLASSIFIED **Job Class Description** Equal Employment Opportunity	MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION APPROVED MOTION NO. ##-####/## DOCUMENT NO. ##-####/## DATED Mo/Da/Year

NEW JOB CLASS IN REORGANIZATION OF TECHNOLOGY DEPARTMENT
PROPOSED TITLE: EDUCATIONAL INFORMATION SYSTEMS MANAGER

DEPARTMENT/SITE: Information Technology and Support Services	**SALARY SCHEDULE:** Classified Supervisory **SALARY RANGE:** TBD per 2020/2021 Schedule **WORK YEAR:** 12 Months (261 Days)
REPORTS TO: Director of Information Technology and Support Services	**FLSA:** Exempt

PURPOSE STATEMENT:
Under the general direction of the Director of Information Technology and Support Services, the Educational Information Systems Manager designs highly effective systems of operational efficiencies and supervises assigned technical staff involved with the design, acquisition, deployment and/or maintenance of educational information systems intended to strengthen student achievement. The incumbents in this classification provide the school community with current education technology systems and tools which directly support student learning.

DISTINGUISHING CHARACTERISTICS
This is a class that provides management/supervisory oversight and direction in the identification, planning, design and implementation of effective technologies to be available to teachers and administrators to enhance student learning and achievement. This class directs, trains, reviews, and assigns the work of a technical classified staff and works frequently with certificated teachers and administrators to identify and create innovative applications of technology to meet District and site needs and student achievement goals.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Attends meetings and serves on committees and collaboration teams that plan, review and implement educational technology initiatives.
- Collaborates with the staffs of the Curriculum Instruction Department and individual school sites as well as Information Technology and Support Services Department to research, design, disseminate and implement new technology applications aimed at enhancing student learning and achievement.
- Coordinates, supervises and administers the evaluation, selection, acquisition, requisitioning and implementation of District educational technology systems, units and components.
- Directs the operational and technical functionality of the District-wide instructional technology program.
- Evaluates the nature of user requests to ensure underlying true needs are identified and resolved.
- Gathers, analyzes, and evaluates information from multiple sources, reconciling conflicts; breaks high-level information into implementable detail, and summarizes low-level information into a general understanding from which implementation decisions can be made.
- Serves as a resource to the Information Technology and Support Services Department and District administrative team in formulating and planning the development and implementation of technology to support educational needs including computing hardware and software.
- Supervises and evaluates the performance of assigned personnel on a regular and timely basis, providing

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clear, constructive feedback to improve staff effectiveness in providing services; recommend performance improvement plans as needed, including disciplinary and other personnel related actions; ensure that assigned staff receive regular and up-to-date training in their assigned areas to keep up with changes in educational technology systems.

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

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Project planning, organization, and direction
- Computer hardware and software systems, mainframes, software applications and language utilized by the District, particularly SQL (Structured Query Language), JavaScript, Python, R, or similar scripting languages, as well as systems relating to education and student learning/achievement and to educational accountability
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer to enter data, maintain records, and generate reports (proficiency required in Excel)
- Principles and practices of supervision and management
- Performance-based learning systems
- Laws, codes, regulations, policies, procedures and best practices applicable to technology systems that support student learning and achievement

Skills and Abilities to:

- Plan, organize and administer analytical and efficiency systems for the District
- Communicate the operational aspects of systems and analytics to audiences with varying levels of expertise
- Maintain current knowledge of trends in educational technology as well as grow professionally and seek out new opportunities to learn and maintain a high level of expertise
- Provide technical guidance and recommendations concerning existing computer programs and systems and possible upgrades
- Establish and maintain collaborative, productive and effective working relationships with all levels of management, professional staff, elected officials, outside agencies and stakeholders, and the general public
- Coordinate activities, resolve issues or concerns, and exchange information to enhance and expand practices and procedures proven to raise student achievement
- Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels of the organization
- Prepare and make high quality and engaging presentations
- Clean and improve the quality of existing data and manipulate large, complex data sets into clear and easily understandable reports and systems for end users
- Demonstrate organizational loyalty and high ethical standards
- Maintain confidentiality of student data
- Maintain focus and appropriately allocate resources toward identified goals
- Think critically and creatively to assess situations and provide novel solutions
- Analyze situations accurately and adopt effective courses of action

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- Negotiate skillfully in difficult situations and bring about viable solutions in a spirit of compromise and collaboration
- Communicate effectively and efficiently and understand and appropriately follow oral and written directions
- Work independently and effectively with minimum direction despite many interruptions and under time constraints
- Prepare comprehensive narrative and statistical reports
- Plan and organize work to meet schedules and deadlines
- Communicate with a wide variety of individuals using patience and courtesy in a manner that reflects positively on the District
- Actively participate in meeting District goals, objectives, and outcomes
- Apply integrity and trust in all situations

RESPONSIBILITY

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(*At time of application and in addition to the Knowledge, Skills and Abilities listed above.*)

EDUCATION REQUIRED:

Bachelor's degree from an accredited college or university; significant coursework in mathematics, measurement, data analytics, research methods, statistical analysis or computer programming is highly desired. A Master's degree is preferred.

EXPERIENCE REQUIRED:

At least three (03) years of experience in an educational or training environment involving extensive use of educational technology systems that make use of data and analytics to inform and improve instruction. The experience must have included the collection, manipulation, and analysis of data and using advanced knowledge of Excel and/or Google Sheets and SQL as well as a working knowledge of programming languages such as JavaScript, Python, R, or similar scripting languages. At least one of the years must have been in a lead, supervisory or management capacity.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to meetings, training sessions, and conferences away from the office such as at school sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score.
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(*Must be performed with or without reasonable accommodations*)

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- Work is primarily indoors in an office environment under minimal temperature variations and occasionally requires sitting for extended periods
- Lift, carry, push, pull and move equipment weighing up to 25 pounds
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Use hands and fingers to grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions and assisting staff at school sites.
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with blood-borne pathogens and communicable diseases

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Educational Information Systems Manager
Comparison Survey for Proposed New Class

Footnotes and District Color Key on Page 4

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs)	Max Annual (SR-Salary Range) (2080 hrs)	HOULY Step1 – Max Step
Madera USD (K-12) *21,148*	**Educational Information Systems Manager** ***(proposed class)*** "...designs highly effective systems of operational efficiencies and supervises assigned technical staff involved with the design, acquisition, deployment and/ or maintenance of educational information systems intended to strengthen student achievement..." "Collaborates with the staffs of the Curriculum Instruction Department and individual school sites as well as Information Technology and Support Services Department to research, design, disseminate and implement new technology applications aimed at enhancing student learning and achievement."	Bachelor's degree from an accredited college or university; significant coursework in mathematics, measurement, data analytics, research methods, statistical analysis or computer programming is highly desired. A Master's degree is preferred.	At least three (03) years of experience in an educational or training environment involving extensive use of educational technology systems and that made use of data and analytics to inform and improve instruction. The experience must have included the collection, manipulation, and analysis of date.\\a using advanced knowledge of Excel and/or Google Sheets and SQL was well as a working knowledge of programming languages such as JavaScript, Python, R, or similar scripting languages. At least one of the years must have been in a lead, supervisory or management capacity.	**CA Driver's License**	**Suggested:** $84,864 SR 12 Step 1 Supv Sched	**Suggested:** $108.288 SR 12 Step 6 Supv Sched	**Suggested:** 40.64 – 51.86 *27.61%*
[1, 2] Central USD (K-12)*15,841*	**No match**						
[1, 2] Clovis USD (K-12) *43,654*	**Coordinator, Ed Tech. & Prof. Development** "... support the promotion and coordination of technology into the educational process and curriculum ... Studies, accumulates and disseminates information on new developments in educational technology, including computing hardware and software, keeping informed on the latest research trends and	Any combination of experience and training that would likely provide the required knowledge and abilities or equivalent may be accepted. (Education to possess and maintain an ***Administrative Services Credential***.)	Experience in using a wide variety of computer applications including but not limited to: presentation programs, word processing, data base, spread sheets, Illuminate, Read 180, Zangle, and MUNIS. Also requires specific experience with public speaking and previous computer application teaching.	Requires a valid driver's license and Administrative Services Credential	$77,567 SR 227 Step 1 Admin. Mgt. Sal. Sched. 2020-2021	$109,146 SR 227 Step 1 Admin. Mgt. Sal. Sched. 2020-2021	42.34 – 59.58 *40.71%* Based on 229 Duty Days

Averages of annual salary and hourly wage data, as well as all explanatory footnotes, are detailed on page 4

Educational Information Systems Manager
Comparison Survey for Proposed New Class

Footnotes and District Color Key on Page 4

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs)	Max Annual (SR-Salary Range) (2080 hrs)	HOULY Step1 – Max Step
	developments"						
[1] Dinuba USD (K-12) *6,670*	No match						
[1]Fairfield-Suisun USD (K-12) *21,287*	No match						
[1, 2] Fresno USD (K-12) *73,381*	No match						
[1, 2] Merced City SD (K-8) *11,079*	No match						
[3] Merced UHSD (9-12) *19,748*	No match						
[1] State Center CCD (13-14) *68,000*	No match						
[2] Stockton USD (K-12) *41,679*	**Administrator – Instructional Tech.** "Under general direction, plans, organizes and provides administrative leadership in technology for Educational Services; responsible for research, assessment, training and implementation of effective programs in technology with particular emphasis on educational instruction, curriculum and school site needs." "Initiates and directs the developmental and feasibility studies of the use of educational technology hardware and software and prepares reports on the findings and recommendations. Manage	An earned Master's degree or equivalent standard from a recognized college or university is required.	Five years teaching experience with technology in an instructional setting.	Candidates must also possess a teaching credential and appropriate administrative credential.	$109,784 Mgt Step A	$133,433 Mgt Step E	52.78 – 64.15 *21.54%*

Averages of annual salary and hourly wage data, as well as all explanatory footnotes, are detailed on page 4

Educational Information Systems Manager
Comparison Survey for Proposed New Class

Footnotes and District Color Key on Page 4

DISTRICT (Grades) *Enrollment*	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & OTHER	SR (Salary Range) Step 1 Annual (2080 hrs)	Max Annual (SR-Salary Range) (2080 hrs)	HOULY Step1 – Max Step
	technology pilot projects. Maintain close communication with manufacturers, publishers, and other vendors to insure that the District has the most recent information on products and services.						
[2] Visalia USD (K-12) *29,375*	**No match** .						
				AVERAGES:	**$93,676**	**$121,290**	**47.56 – 61.87** *30.09%*

Averages of annual salary and hourly wage data, as well as all explanatory footnotes, are detailed on page 4

FOOTNOTE DETAILS REGARDING THE COMPARISON AGENCIES IN THE TABLE ABOVE:

[1] Seven (07) districts were surveyed for comparison in October 2020 in connection with salary allocation recommendations to the Commission for the *Information Systems Technician, Information Systems Specialist I, II* and *Lead*, and *Database Administrator–Developer* job classes. These were the seven districts: Central USD, Clovis USD, Dinuba USD, Fresno USD, Fairfield-Suisun USD, Merced City SD, and State Center CCD

[2] Six (06) districts have been requested by Madera's classified bargaining unit as the minimum array of districts to be surveyed in Phase 4 of the current classification and compensation review being conducted by EH&A. These are the six districts: Central USD, Clovis USD, Fresno USD, Merced City SD, **Stockton USD**, and **Visalia USD**

[3] One (01) additional district has been included in the survey above, Merced UHSD, in order to capture both the K-8 AND the 9-12 grade level agencies in the Merced area considering that Madera USD is itself a K-12 district.

NOTES REGARDING SUGGESTED SALARY ALLOCATION FOR THE PROPOSED NEW MADERA USD CLASS *EDUCATIONAL INFORMATION SYSTEMS MANAGER*:

Ten other agencies were surveyed for possible matching jobs. Two approximate matches were identified among the ten other agencies: Clovis USD, and **Stockton USD**.

Both the matches (Clovis USD and **Stockton USD**)are in agencies that the Madera classified bargaining unit has requested be among the agencies to be surveyed in Phase 4 of the current classification plan and salary review study.

However, both matches are certificated positions also requiring an administrative credential. So although some of the duties and functions are very close to the proposed Madera class Educational Information Systems Manager, two matches, especially since both are certificated rather than classified jobs, are not sufficient to comprise a clear, external basis for making a salary allocation recommendation.

Allocation to Madera USD's SR 13 on Madera's Classified Supervisory Salary Schedule is proposed. The use of the term "manager" in classes allocated to Madera's Supervisory Salary Schedule is common, and it is noted that only the terms "director" and "executive director" appear on Madera's Classified Management Salary Schedule. Salary Range 13 is recommended based on the student learning orientation of the assignment as well as the responsibility for assigned technical staff. Existing management and supervisory classes in the IT Department are schedule for classification and compensation review in Phases 3 and 4 of the now underway District-Wide review.

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: January 21, 2021

Agenda Item:
Classification and Compensation Study Presentation by Eric Hall & Associates (EH&A).

Agenda Placement:
Informational

Background:
The Madera Unified School District Board of Trustees approved a professional services agreement with Eric Hall & Associates (EH&A) to conduct a two (2) year Classification and Compensation Study of all classified positions districtwide beginning October 1, 2020 to September 30, 2022.

EH&A consultants have many years of human resource experience as school district employees and leaders. They have also conducted many classification and compensation studies in other K-12 school districts throughout California.

The study will proceed in three Phases over three semesters. A fourth Phase will include a wage comparison against several nearby K-12 school districts. A Memorandum of Understanding (MOU) was signed by the District and CSEA indicating agreement to form a steering committee comprised of various stakeholders who are tasked to oversee the process and work closely with the consultants.

Personnel Commission Rules 3.2.9 (Review of Positions) and 3.3.1 (Reclassification Policy) states that all positions should be reviewed at least once every five (5) years. However, it has been over ten (10) years since the last classification and compensation study was conducted. Madera Unified has grown significantly over the years with new schools and added personnel, which sometimes require specialized skills. This study will help Madera Unified to continue to stay competitive and attract and/or retain highly qualified employees and to stay competitive in the market.

Recommendation:
This item is being presented as an informational item for discussion purposes and to provide an update to the Personnel Commission. No action is required.

Attachments: Classification & Compensation Study Presentation

Madera Unified School District

Classification & Compensation Study

Presentation of Services

MUSD Personnel Commission

January 21, 2020

EH&A
HELPING SCHOOL DISTRICTS MEASURE UP
5245 Avenida Encinas, Suite A, Carlsbad, CA 92008
office (760) 602-9352 / fax (760) 602-9343
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What we will briefly cover today . . .

- Who is EH&A and the Study Team for Madera USD?
- Scope of Study
- What the Study will NOT do
- What is the Steering Committee?
- When/What are the Study Phases?
- Key Terms
- Study Phases 1, 2 & 3
- Wage Survey Process
- Questions & Answers

Who is EH&A and the Study Team for Madera USD?

- EH&A (Eric Hall & Associates) is a local firm based in Carlsbad, California committed to helping schools in key areas such as human resource systems, classification and compensation studies, business service systems, facilities planning and construction.
- The Study Team for the Madera USD project has over 90 years of experience collectively, working in and consulting with school human resources. (San Dieguito, Grossmont, Sweetwater, South Bay, Escondido Elementary, LA Unified, LACOE, Fountain Valley, Poway, La Mesa/Spring Valley, Alpine, Downey, Walnut Valley, Ukiah, Carlsbad, Vista, Cajon Valley)

We are Jan Brannen, Rick Labib-Wood, Ross Hessler.

Scope of Study

- Which Job Classes will be reviewed?
  - Classified Bargaining Unit jobs (117 currently in use)
  - Classified Confidential & Supervisory jobs (20 currently in use)
  - Classified Management jobs (13 currently in use)
- How many classified employees work in these job classes?
  - Nearly 991
  - Participation by employees will be essential to:
    - Gather data
    - Confirm accuracy of proposed updates to the job class descriptions

Scope of Study *(continued)*

- Review specific jobs in three phases over the next 3 semesters
- Identify current duties, responsibilities & representative tasks
- Recommend & draft updates to written job class descriptions
- Identify, recommend & draft new job classes if any needed
- Identify & recommend combining of similar classifications if needed
- Identify & recommend deletion of classes no longer in use

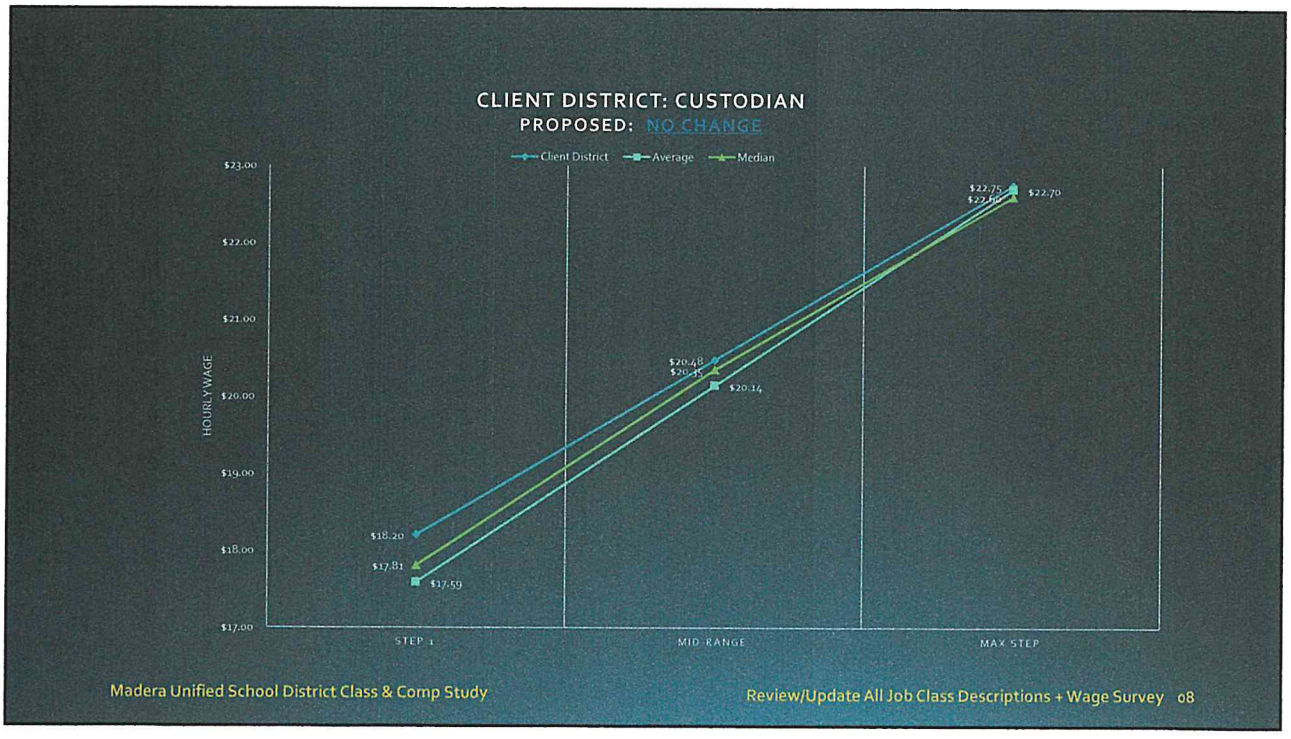
Scope of Study *(continued)*

- During the wage survey phase
  - Confirm the current external target (median recommended)
  - Survey the identified external market for comparable benchmark jobs
  - Establish comparison to market median
  - Recommend appropriate reallocation of classes to reflect current market median values

SURVEY TABLE, CLIENT DISTRICT JOB CLASS: Custodian

Proposed Title: No Change

DISTRICT	GRADES	JOB TITLE	EFF. DATE	STEPS	RANGE/ GRADE	HOURLY RATE Step 1	Mid-Range	Max Step	% Spread Step1 to Max	Approx. Step-to-Step Change on Range
Client District		K-12 Custodian	07/01/19	6	31	$ 18.20	$ 20.48	$ 22.75	25.0%	4.17%
Comparison District #1		TBD Custodian Custodian/Night	01/01/20	11	6	$ 14.59	$ 17.50	$ 20.41	39.9%	3.63%
Comparison District #2		TBD Custodian	07/01/19	8	16	$ 17.61	$ 21.20	$ 24.78	40.7%	5.09%
Comparison District #3		TBD Site Custodian	2019-2020	6	9.5	$ 18.40	$ 21.05	$ 23.69	28.8%	4.79%
Comparison District #4		TBD Night Custodian	01/22/20	7	20	$ 18.33	$ 21.43	$ 24.53	33.8%	4.83%
Comparison District #5		TBD Custodian	05/01/20	6	41	$ 17.52	$ 19.95	$ 22.37	27.7%	4.61%
Comparison District #6		TBD Night Custodian	01/01/20	5	10	$ 17.47	$ 19.35	$ 21.22	21.5%	4.29%
Comparison District #7		TBD Custodian- Night	07/01/19	5	17	$ 18.41	$ 20.43	$ 22.45	21.9%	4.39%
Comparison District #8		TBD Custodian	07/01/18	5	G1/9-13	$ 18.00	$ 19.78	$ 21.55	19.7%	3.94%
Comparison District #9		TBD Custodian	01/01/20	7	25	$ 17.32	$ 20.27	$ 23.21	34.0%	4.86%
AVERAGE OF AVAILABLE COMPARISIONS						**$ 17.59**	**$ 20.14**	**$ 22.70**	**29.3%**	
% change to achieve AVERAGE (positive % = CLIENT pays lower; a negative - already pays higher)						**-3.38%**	**-1.63%**	**-0.24%**		
MEDIAN OF AVAILABLE COMPARISONS						**$ 17.81**	**$ 20.35**	**$ 22.60**	**28.2%**	
% change to achieve MEDIAN (positive % = CLIENT pays lower; a negative -% = CLIENT already pays higher)						**-2.17%**	**-0.62%**	**-0.66%**		



What the Study will NOT do

- Evaluate job performance
- Recommend a decrease in employee salary
- Change employee work hours
- Change employee work calendar
- Change employee work site
- Recommend employee layoffs

What is the Steering Committee?

The Steering Committee is a small group of CSEA members, Personnel Commission representatives, District HR representatives, a Confidential employee, and a Supervisory employee, who will meet often to review planning steps, documents and other factors in the Study.

Consultants from Eric Hall & Associates will also attend Steering Committee meetings.

When/What are the Study Phases?

- **Phase 1:** Start in November 2020 – end in June 2021*
  - Classification Review of 53 job classes (Admin Srvcs, Financial, HR, Accountability & Communication, Technology)
  - 196 employees
- **Phase 2:** Start in July 2021– end in December 2021*
  - Classification Review of 45 job classes (Instruction-related ,Child Nutrition, Security, Student/Community)
  - 540 employees
- **Phase 3:** Start in January 2022 – end in June 2022*
  - Classification Review of 56 classes (Maintenance, Transportation, Warehouse, Supervisory, Classified Mgt)
  - 255 employees
- **Phase 4:** Start in July 2022– end in December 2022*
  - Wage survey of identified market to establish median wage rate comparisons

* Dates are approximate

Key Terms appearing in the study report

- Class, classification (job class): one or more positions sufficiently similar in duties and responsibilities to warrant a single descriptive title to apply to those positions.
- Classify: the process/action of identifying and assigning positions to a class
- Reclassification: determination that a position's assigned duties and responsibilities align more accurately with a different existing title or a new title and placing the position(s) in the different class
- Job Class Retitle: duties and responsibilities have not significantly changed but use of a different title better reflects the nature of the job

Key Terms appearing in the study report

- Allocation: placing a job class on an appropriate salary range
- Reallocation (salary range change): placing a job class on a higher or lower salary range based on internal and external comparisons
- Median (or median of the market): in this report, market median refers to the hourly pay rate that splits pay rates of matched jobs identified in the market such that half are above and half are below the median. The median is a useful target goal for making the external comparisons and for setting competitive pay rates.

Study process Phases 1, 2, & 3

- Review of job classifications (same with each of the 3 Phases)
  - Job Analysis Questionnaires completed by employees
  - Virtual interviews with employees and supervisors conducted by EH&A
  - Class description drafts prepared by EH&A based on employee and supervisor input; Steering Committee reviews first draft
  - Employee/Supervisor verification and feedback on first drafts
  - EH&A prepares final draft; Steering Committee reviews final draft
  - Formal written report of classification findings and recommendations

Wage Survey Process Based on Accurate Class Descriptions

- Survey of Market:
  - Contact all comparable agencies
  - Identify comparable jobs and relevant wage data
  - Calculate market median
  - Analyze market pay relationships
  - Recommend adjustments where appropriate based on market data
- Prepare Comprehensive Report of Findings and Recommendations:
  - Includes newly-updated and revised job descriptions
  - Includes wage survey data

Do you have questions for us?