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MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission

1902 Howard Road, Madera, CA 93637

AGENDA

Regular Meeting

Thursday, April 15, 2021

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

Join Zoom Meeting

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Meeting ID: 829 4322 2409

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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.
 3. State your name and city of residence prior to your comment.

4. Consent Agenda

Items listed under the Consent Agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of the Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

A. Approval of minutes:

1. Approve the minutes from Thursday, February 18, 2021, Regular Meeting.

B. Consideration and approval of Eligibility List/s for:

1. Administrative Assistant V (Promotional)
2. Administrative Assistant V (Open/Competitive)
3. Information Systems Specialist – Lead (Promotional)
4. Information Systems Technician (Open/Competitive)
5. Library Media Technician (Open/Competitive)
6. Maintenance Journeymen (Open/Competitive)
7. Network Support Specialist (Promotional)
8. Network Support Specialist (Open/Competitive)

5. New Business

- A. Discuss and approve the extension of the following Eligibility Lists: Child Nutrition Assistant I (3.5 hours) and Head Custodian I
- B. Discuss and approve the new job class description for Custodial Supervisor and Classified Supervisory Salary Compensation Survey
- C. Discuss and approve the new job class description for Pool Maintenance Technician and Classified Salary Compensation Survey

6. Informational and Reports

- A. Information on the Personnel Commission Proposed Budget for FY 2021-2022
- B. Presentation of the Classified Quarterly Employee Award 3rd Quarter to Monica Ochoa – College and Career Readiness – Administrative Assistant
- C. Director's Report
- D. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Thursday, May 20, 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: April 15, 2021

Agenda Item:

Consideration and approval of the Minutes from the regular meeting of February 18, 2021.

Agenda Placement:

Consent

Background:

Approval of Minutes from the regular meeting of February 18, 2021.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the regular meeting of February 18, 2021.

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, February 18, 2021 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Thursday, February 18, 2021 at 4:30 p.m.

Roll Call

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

Isabel Barreras, Director Classified Human Resources
Ana Perez, Human Resources Specialist - Personnel Commission
Daniel Rodriguez, Human Resources Specialist – Personnel Commission

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

Other visitors were in attendance

1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Chair Wheat called the meeting to order at 4:30 pm.

2. Adoption of Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the adoption of the agenda. MOTION NO. 39-2020/21.

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

3. Communications

- There were no public comments.

4. Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the Consent Agenda. MOTION NO. 40-2020/21.

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

5. New Business

- A. Discuss and approve Initial Salary Placement for the Human Resources Specialist—Personnel Commission.**

- Director Barreras presented the request for an Initial Salary Step Placement for the Human Resources Specialist-Personnel Commission. The candidate has over 15 years of work experience in Human Resources, Payroll Technician as well as a Senior Human Resources Specialist in a K-12 school setting and has a Master's degree in Human Resources which far exceeds the minimum qualifications.
- Director Barreras provided additional comments on the candidate's qualifications. She commented that Mr. Rodriguez will require minimal training and guidance in his new role as Human Resources Specialist-Personnel Commission.
- Chairperson Wheat welcomed Mr. Rodriguez to Madera Unified School District.
- It was moved by Commissioner Janzen and seconded by Commissioner Koch to approve the Initial Salary Placement for the Human Resources Specialist-Personnel Commission at Range 38, Step 5 of the classified salary schedule. MOTION NO. 41-2020/21.

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

6. Information and Reports

A. Presentation of the Classified Quarterly Employee Award to Carolina Caballero-MSHS Custodian

- Director Barreras welcomed and presented the Quarterly Employee Award to Carolina Caballero. Ms. Caballero was present in the Personnel Commission Board Meeting.
- Commissioner Wheat congratulated Ms. Caballero and commented that she was proud of Ms. Caballero's exemplary work ethic and dedication to the students at MSHS.
- Ms. Caballero was given a moment to speak and thanked all the commissioners and Director Barreras for the award and recognition.
- CSEA President Giddens also expressed her congratulations to Ms. Caballero.

B. Director's Report

- Director Barreras stated that examination dates for current recruitments have been paused for the month of February 2021 due to more restrictive COVID19 protocols and will resume in March 2021. PC office continues to move forward with recruitments. Director Barreras extended the recruitments until February 26, 2021. Testing continues in small groups when needed.
- Director Barreras shared that on February 22, 2021, Madera Unified will be part of a virtual job fair in collaboration with the Madera County Superintendent of Schools.
- Director Barreras shared that there are several recruitments that need to be filled in the Information Systems Department and that the virtual job fair will provide Madera Unified a good pool of applicants for open positions.
- Director Barreras shared that on March 20, 2021 the CSPCA Merit Academy will start and that both HR Specialist will be attending.
- Director Barreras shared that the district is continuing the Classified Professionals Development Conference that is schedule on June 16-17, 2021. Director Barreras shared that the graphic for the conference has been finalized and that a, "Save the Date" notice will be sent out district-wide to Classified Staff. Paid time will be offered to classified staff who do not work on a contract during the schedule conference dates.

C. Commissioner's Report

- No reports.

7. Next Regular Personnel Commission Meeting

- Thursday, March 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

- None were suggested.

9. Adjournment

- Chairperson Wheat adjourned the Public Session at 5:00 PM.


Isabel Barreras, Director of Classified HR

Date: February 22, 2021



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 15, 2021

Agenda Item:

Consideration and Approval of the following Eligibility Lists for: Administrative Assistant V (Promotional), Administrative Assistant V (Open/Competitive), Information Systems Specialist – Lead (Promotional), Information Systems Technician (Open/Competitive), Library Media Technician (Open/Competitive), Maintenance Journeymen (Open/Competitive), Network Support Specialist (Promotional) and Network Support Specialist (Open/Competitive).

Agenda Placement:

Consent

Background:

An Eligibility List has been placed on the agenda as a consent item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Administrative Assistant V (Promotional)
2. Administrative Assistant V (Open/Competitive)
3. Information Systems Specialist – Lead (Promotional)
4. Information Systems Technician (Open/Competitive)
5. Library Media Technician (Open/Competitive)
6. Maintenance Journeymen (Open/Competitive)
7. Network Support Specialist (Promotional)
8. Network Support Specialist (Open/Competitive)

Recommendation:

It is recommended that the Personnel Commission approve the Eligibility List as presented.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 15, 2021

Agenda Item:

Discuss and approve the extension of the following Eligibility Lists: Child Nutrition Assistant I (3.5 hours) and Head Custodian I.

Agenda Placement:

Action

Background:

The Eligibility Lists for:

- Child Nutrition Assistant I (3.5 hours), Expired 2/26/2021
- Head Custodian I, Expired 3/5/2021

Due to the COVID-19 Pandemic restrictions and heavy work load, the PC Office is unable to start recruitments for these classifications. This year we are experiencing a high number of retirees and the need to replace them by July 1. Therefore, in order to fill positions for on a timely manner; the PC Office would like to extend these eligibility lists for a period of six (6) months.

Personnel Commission Rule 6.1.5 Duration of Eligibility Lists; An eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission.

Recommendation:

It is recommended that the Personnel Commission approve the extension of six (6) months for the following Eligibility Lists to expire on 10/8/2021.

- Child Nutrition Assistant I (3.5 hours)
- Head Custodian I



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 15, 2021

Agenda Item:

Discuss and approve the new job class description for Custodial Supervisor and Classified Supervisory Salary Compensation Survey.

Agenda Placement:

Action

Background:

District Administration has brought forward the request to add a new supervisory level to the District's Custodial program. Currently custodial services are planned and delivered primarily on a site level. There is no dedicated full scope supervisory classification in the custodial program to plan, organize, schedule, supervise, and train uniformly the 70+ positions that will comprise the Custodial staff throughout the District in 2021-2022.

Currently there are two District-wide lead positions in the bargaining unit allocated to the class Head Custodian III. One of the incumbents will be retiring at the end of June 2021. After full consideration, the department of M & O and the District has determined that a full scope supervisor overseeing the Custodial program offers several benefits to the school sites and to the District relating to the overall performance level of the program itself. The purpose of this action item is to establish a full scope supervisory class within the M & O Department to oversee, supervise, direct, and ensure a consistent and well-coordinated delivery of custodial services District-wide by reclassifying one soon-to-be vacant Head Custodian III position to a Custodial Supervisor.

The District and the Bargaining Unit have discussed this proposal and have reviewed the proposed job class description. Moreover, the proposed functions, responsibilities, duties and tasks are sufficiently different from those of Head Custodian III to warrant the establishment of the proposed new class. The bargaining unit is in agreement to relinquish one represented, vacant Head Custodian III position for this purpose. There will still be one filled position allocated to the Head Custodian III classification.

Salary surveys were conducted and the results of the comparison survey also suggest placement on the Supervisory Salary Schedule at a range lower than SR-09. The Step 1 market median of \$25.68 hourly falls between SR-06 and SR-07 on Madera USD's Supervisory Salary Schedule and does not suggest allocation of the Custodial Supervisor at SR-9, the current range of similar supervisors. The mid-range of the market at \$28.76 also does not indicate allocation of the proposed new class at SR-09 which has a mid-range of \$34.65. Allocation at SR-7 results in a competitive rate for recruitment. It is also a salary range placement that results in an internal pay relationship between the Custodial Supervisor and the lead level Head Custodian III that is within the range of the supervisor/lead internal relationship both for the maintenance and the mechanic classification series.

This recommended proposed action has been compiled as provided under 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.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

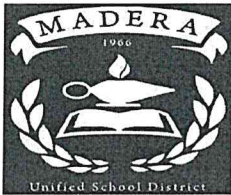
Recommendation:

It is recommended that the Personnel Commission approve the following new class and its recommended Salary Range allocation as presented in the table below:

JOB CLASS TITLE	NEW or REVISED	SALARY RANGE RECOMMENDATION
Custodial Supervisor	New	Range 07 of the 20-21 Classified Supervisory Salary Schedule (yearly: \$56,016 – \$71,244; hourly \$26.83 – 34.12)

Attachments:

Job Class Description: Custodial Supervisor & Classified Supervisory Salary Compensation Survey



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 MAINTENANCE AND OPERATIONS DEPARTMENT
PROPOSED TITLE: CUSTODIAL SUPERVISOR

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Supervisory
SALARY RANGE: SR-07
WORK YEAR: 12 Months (261 Days)

REPORTS TO: Director of Maintenance and
Operations

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Maintenance and Operations, the Custodial Supervisor plans, schedules, coordinates, and supervises District-wide custodial operations; implements the District's custodial programs for facility upkeep and security; takes appropriate measures to maintain attractive facilities and protect them against interior and exterior deterioration; ensures the availability of required cleaning equipment, tools and supplies; maintains facilities for classroom and administrative use, including cosmetic building upkeep; identifies building maintenance needs; ensures custodial work is completed in a safe, proper and timely manner; and directs assigned custodial workers. The incumbents in this classification provide the school community with facilities that are suitable for use in compliance with cleanliness and safety requirements which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

A position in this class is responsible for full supervision, planning, direction and oversight of a District-wide custodial program and assigned subordinate custodial personnel. This class differs from the Head Custodian III which is a night-shift roving lead that performs custodial functions and tasks and also provides coordination of assignments to accomplish non-routine custodial activities as well as providing technical training and know-how to custodians during the evening shifts as well as providing lining services on athletic fields and courts as part of providing adequate, attractive and safe areas for athletic events.

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.

- Communicates annual and project-specific work schedules for custodial staff by identifying and interpreting school calendars, activities, and available productive time available.
- Coordinates and supervises the set up and take-down of equipment for athletic events, school and outside activities as needed or when School Head Custodians need assistance, including occasionally for evening events.
- Develop and prepare effective custodial work schedules and procedures to provide timely delivery of high-quality services.
- Ensures high levels of staff productivity by reviewing inspections, records, and reports, and by physically observing work performed by custodial staff including during night shift activities.

MUSD BOARD APPROVED:
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- Interviews, selects, schedules, trains, coaches, supervises, disciplines and evaluates assigned staff to ensure appropriate coverage of custodial assignments.
- Maintain accurate and updated records of equipment inventory, repairs and replacement; coordinate equipment transfers for repair, replacement or loaner; analyze and coordinate distribution of needed equipment, material and supplies for assigned custodial staff. Transports various items such as tools, equipment, and supplies to ensure the availability of materials required at schools and other District sites.
- Manages a program of custodial equipment maintenance and supplies procurement to ensure the availability of required machines, equipment and tools in a safe operating condition.
- Oversees and evaluates the work of the evening Head Custodian III and collaborates with the Head Custodian III to ensure that evening custodial services are provided in a manner consistent with District standards.
- Participates in staff meetings and training sessions. Implements policies and procedures.
- Participates in the process of developing and implementing mandated safety training programs such as training on MSDS, blood-borne pathogens, equipment usage, and other workplace health and safety topics.
- Participates in the selection of custodial staff.
- Plans and coordinates site custodial services with principals, other administrators and site staff as appropriate to ensure the required levels of services are provided.
- Prepares and conducts formal classroom instruction regarding proper cleaning procedures, supervisory techniques and related issues.
- Prioritizes, assigns, supervises, and reviews the work of staff responsible for providing custodial services within the custodial program.
- Provides or coordinates staff training. Works with employees to learn additional skills and correct deficiencies.
- Recommends and assists in the implementation of goals and objectives.
- Responds to emergencies relating to site and facility custodial operations (e.g., broken windows and flooded floors) to determine and implement appropriate action to resolve the situation. May perform the duties of a Custodian in urgent or absentee situations requiring immediate attention.
- Responds to requests for assistance from Head Custodian III during the evening custodial shift as needed.
- Serves as liaison between the Director of Maintenance & Operations and night custodial staff. Serves as liaison between the Director of Maintenance & Operations and school sites.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Methods, materials, tools and equipment used in custodial and general maintenance
- Principles and processes used in running a complete custodial system on an institutional scale
- Effective time-management practices
- Principles and practices of supervision and applicable work rules
- Safe use and handling of chemicals and products used in the cleaning, sanitizing, and maintenance of facilities
- Hazards and safety practices relating to custodial work in order to supervise and conduct training of custodians
- Math sufficient to prepare cost estimates, record and measure volumes and mixtures, and prepare custodial program budgets

Skills and Abilities to:

- Use, and train other in the use of, the full range of equipment for custodial work in a school setting
- Use computer applications such as spreadsheets, databases, word processing, and email needed to accomplish assigned responsibilities
- Write reports and keep accurate records pertaining to the District's custodial program
- Plan, organize, direct, supervise, train, motivate, review and evaluate the work and performance of subordinates assigned to the District's school custodial program
- Establish and maintain positive and cooperative working relationship with internal and external customers
- Carry out the functions of the position and accomplish operational goals
- Build productive work teams
- Select, supervise, train and evaluate staff
- Evaluate and make recommendations regarding the use of custodial products
- Plan, prioritize, and assign work in order to meet yearly schedules and timelines
- Write and maintain routine and sometimes complex records according to Federal, State, local and District standards
- work varying work schedules

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department or program;. 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:

High School diploma or equivalent supplemented by course work or training in principles, practices, and application of supervision.

EXPERIENCE REQUIRED:

Five years of experience performing custodial work in a commercial or institutional-type setting, three years of which must have been in a lead or supervisory capacity over other custodians (e.g., a head custodian or a cleaning crew supervisor). School district experience and supervising custodians working under a bargaining unit contract are preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive among various District sites for meetings, training sessions, and supervising custodial personnel.

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 and occasionally outdoors under moderate temperature variations and occasionally requires intermittent standing or walking for extended periods
- Lift, carry, push, pull and move custodial equipment and supplies 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 such as to write reports and to clean surfaces and 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, on the telephone, or by 2-way hand-held radio communication and to hear equipment sound prompts and to determine if equipment is functioning properly
- Visual acuity to see/read documents, product labels, computer screen, and work in progress, including at night
- 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

Salary Comparison Survey for CUSTODIAL SUPERVISOR (Madera USD)

AGENCY

MATCHED JOB

MQ EDUCATION

MQ EXPERIENCE

MQ LICENSE

STEP 1

MID-RANGE

MAX STEP
Page 1 of 3

Madera USD (K-12) 21,148	CUSOTIDAL SUPERVISOR Plans, schedules, coordinates, and supervises District-wide custodial operations; implements the District's custodial programs for facility upkeep and security; takes appropriate measures to maintain attractive facilities and protect them against interior and exterior deterioration; ensures the availability of required cleaning equipment, tools and supplies; maintains facilities for classroom and administrative use, including cosmetic building upkeep; identifies building maintenance needs; ensures custodial work is completed in a safe, proper and timely manner; and directs assigned custodial workers. * (Anticipated size of Custodial Department 2021-2022 will be 40 positions)	High School diploma or equivalent supplemented by course work or training in supervision.	Five years of experience performing custodial work in a commercial or institutional-type setting in a lead or supervisory capacity over other custodians such as a school head custodian or a cleaning crew supervisor. School district experience is preferred	Valid, current CA Driver's License	Suggest: SR-07 \$26.83 on Supervisor Schedule	\$30.48	\$34.12 Step 6 (27.13% spread)
Central USD (K-12) 15,841	AREA SUPERVISOR – Plan, coordinate, direct and assist with the district's building maintenance and cleaning program using the district-approved cleaning method. Supervises custodial staff by determining workloads and schedules; develops, interprets, and implements policies and procedures; evaluates staff and makes hiring and termination recommendations; and ensures that staff are trained in complex custodial activities and are following standard operating procedures.	Any combination equivalent to graduation from high school supplemented by course work or training in supervision, and two years increasingly responsible experience at the level of the school lead or head custodian	None specified	\$20.63 Supervisor Schedule Formula = (monthly x 12)÷2080	\$22.86	\$25.08 – step 5, (21.57% spread) Formula = (monthly x 12)÷2080
Clovis USD (K-12) 43,654	SUPERVISOR CUSTODIAL SERVICES – Supervises, assigns, reviews, and participates in the work of staff responsible for providing custodial operations and plant operations. Ensures that school and district facilities are suitable for use by complying with cleanliness and safety requirements. (NOTE: Clovis also has Custodial Assistant Supervisor at Grade 115 (44.58% lower); Manager, Custodial Services-Elementary and Manager, Custodial Services-Secondary both at Grade 124 approximately 15% higher) Custodial Division has 170+ employees	High school diploma or equivalent plus additional supervisory training.	Three years of experience at School Plant Supervisor level	Valid driver's license	\$30.55 Grade 122	\$33.83	\$37.10 – step 12 (21.44 % spread) (Steps 1, 2, & 3 have no rate. Step 12 at 8 years)

Salary Comparison Survey for CUSTODIAL SUPERVISOR (Madera USD)

AGENCY

MATCHED JOB

MQ EDUCATION

MQ EXPERIENCE

MQ LICENSE

STEP 1

MID-RANGE

MAX STEP

Fresno USD (K-12) 73,387	NO SIMILAR CLASS TO REVIEW The high schools have a Plant Supervisor on the Supervisory Schedule. There is also a Supervisor of Grounds Maintenance, a Supervisor of Grounds & Landscape, a Supervisor of Warehouse Operations, and a Supervisor of Shipping/Receiving, and several other supervisory levels in Maintenance, but no Supervisor of Custodial Services								
Merced City SD (K-8) 11,079	NO SIMILAR CLASS TO REVIEW								
Sanger USD (K-12) 11,360	SUPERVISOR, CUSTODIAL SERVICES Assists in supervising, scheduling, assigning, and reviewing the work of staff responsible for providing custodial cleaning, light maintenance work refinishing services; ensures that school and district facilities are suitable for use by complying with cleanliness and safety requirements; may conduct training and participate in the more skilled work performed by custodians. (NOTE: there is also a Manager, Custodial Services at SR 121, 24.07% higher)	High School Diploma or equivalent	Three years of custodial experience with some experience in a supervisory or leadership capacity.	May require a valid driver's license	\$ 20.81 SR 34	\$ 23.68	\$26.55- step 6, (27.58% spread)		
Stockton USD (K-12) 41,679	CUSTODIAL OPERATIONS SUPERVISOR - Organize, schedule, assign, and monitor work in custodial maintenance; maintain supervisory records; order materials and supplies; oversee a roving custodial crew, head, and maintenance custodians; and perform other related duties.	Graduation from high school or equivalent. AA degree highly desirable.	Five years of increasingly responsible custodial experience. Three years of supervisor experience	Valid California Driver's license CPR and First Aid certificates within 60 days from date of hire	\$ 33.09 SR 34	\$ 36.66	\$40.22- step 5, (21.55% spread)		
Visalia USD (K-12) 29,375	NO SIMILAR CLASS TO REVIEW								
					AVERAGE MEDIAN	\$26.27 \$25.68	\$29.26 \$28.76	\$32.24 \$31.83	

Salary Comparison Survey for CUSTODIAL SUPERVISOR (Madera USD)

Page 3 of 3

Six 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 six districts are: **Central USD, Clovis USD, Fresno USD, Merced City SD, Stockton USD, and Visalia USD**

Because three of the requested districts do not have a comparable position (Fresno, Merced City, and Visalia) one additional district has been included in this survey – **Sanger USD**, Which is about 16 miles east of Fresno and about half the size of Madera USD.

NOTES REGARDING SUGGESTED SALARY ALLOCATION FOR THE PROPOSED MADERA USD CUSTODIAL SUPERVISOR CLASS:

External: Four reasonably close matches were identified among the seven agencies: **Central USD, Clovis USD, Sanger USD, and Stockton USD.** .

Internal: Allocation to the recommended salary range of SR-07 Madera's Supervisory Salary Schedule is about 4% more than the market median which allows for competitive recruitment. It also places the proposed Custodial Supervisor at a percent relationship (high 20%) relative to the Custodial Series lead level Head Custodian III that is comparable to the pay relationships between the supervisor- and lead-level classes in the Maintenance series(mid 30%) within the Maintenance and Operations Department and the Mechanic series (also high 20%) within the Transportation Department.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 15, 2021

Agenda Item:

Discuss and approve the new job class description for Pool Maintenance Technician and Classified Salary Compensation Survey.

Agenda Placement:

Action

Background:

District Administration has brought forward the request to eliminate the Custodian/Pool Maintenance job description that was last updated in May of 2012 and create a new job description with the title of Pool Maintenance Technician. The current incumbent will be retiring at the end of June 2021. The purpose of this action is to revise the essential functions and minimum qualifications to include certifications for Scuba Diving and for Pool Operator.

This new job description will support the educational process with specific responsibility for overseeing, maintaining, cleaning and repairing the aquatic facility, co-generation plant, associated building equipment, and the storage and usage areas ensuring an attractive, sanitary and safe swimming pool/facility for students, staff and public; performing a variety of special cleaning and sanitizing operations; assisting in preparing facilities for special events; and complying with health and safety requirements.

Salary surveys were conducted by using the approved Bargaining Unit school districts and the results of the comparison survey also suggest placement on the Classified Salary Schedule at Range 29 (refer to attached comparison survey).

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.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

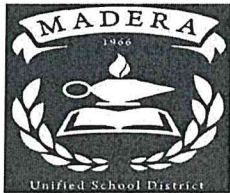
Recommendation:

It is recommended that the Personnel Commission approve the following new class and its recommended Salary Range allocation as presented in the table below:

JOB CLASS TITLE	NEW	SALARY RANGE RECOMMENDATION
Pool Maintenance Technician	New	Range 29 of the 20-21 Classified Salary Schedule (yearly:\$40,860-\$53,748; hourly; \$19.57-\$25.74 hourly)

Attachments:

Job Class Description: Pool Maintenance Technician & Classified Salary Compensation Survey



CLASSIFIED
Job Class Description
Equal Employment Opportunity

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

NEW CLASSIFICATION
PROPOSED TITLE: POOL MAINTENANCE TECHNICIAN

DEPARTMENT/SITE: Maintenance & Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD per 2020/2021 Schedule

WORK YEAR: 12 Months (261 Days)

REPORTS TO: Supervisor of Maintenance and Operations

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor of Maintenance and Operations, the job of Pool Maintenance Technician was established for the purpose/s of supporting the educational process with specific responsibility for overseeing, maintaining, cleaning and repairing the aquatic facility, co-generation plant, associated building equipment, and the storage and usage areas ensuring an attractive, sanitary and safe swimming pool/facility for students, staff and public; performing a variety of special cleaning and sanitizing operations; assisting in preparing facilities for special events; and complying with health and safety requirements. Independently performs duties using judgment, discretion, and knowledge to evaluate problems quickly and make decisions regarding stopping swim meets or other events for safety reasons. The incumbents in this classification provide the school community with a clean, operational pool facility which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class specialize in pool maintenance activities, performing technical work to keep the pool and pool environment safe. This class differs from the other maintenance worker classes which perform building maintenance work.

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 unit meetings, in-service training, workshops, and seminars to gather information required to perform job functions.
- Brushes and vacuums pool, keeping debris, bacterial growth, and marks off of floor and walls; uses scuba diving equipment and scrubbing gear in the removal of algae from pool surfaces according to established procedures and guidelines.
- Ensures that the pool environment is safe for general use; inspects swimming pools, decks, mechanical equipment (e.g., diving board, starting blocks, emergency equipment) to ensure that pool area is suitable for safe operations, and maintained in an attractive and clean condition, and/or identifies necessary repairs. If situation arises that may impair events and activities or otherwise pose safety risks, notifies others and suggest alternatives or recommends cancellation or rescheduling.
- Maintains chemical stocks and other supplies to maintain adequate quantities and security of items.
- Maintains cleanliness of pool areas (e.g., swimming pool, pool deck, equipment areas, chlorine and

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mechanical room, and storage room) for the purpose of maintaining a sanitary and hazard-free pool; washes, scrubs, and disinfects pool area.

- Maintains records (e.g., chemical logs, hazardous materials inventory, CERS) to provide an up-to-date reference trail and/or complying with mandated requirements; maintains daily pool records as required by the State and County Health Department; reports safety and fire hazards.
- Monitors pool chemical balances, pool temperatures and co-generation operation to ensure that sufficient supplies are available, temperatures are appropriate and facility is in full, safe operating model; maintains aquatic facility (e.g., chemical storage, chemical balance) for the purpose of complying with mandated safety and health requirements.
- Oversees the aquatic facility, co-generation plant, building equipment and chemical storage and usage areas to ensure that all are functioning within established standards and guidelines.
- Performs routine maintenance of filters, pumps, heaters, and other mechanical equipment related to operation of swimming pool according to established schedules; performs minor repairs to equipment and fixtures for the purpose of maintaining a safe operating condition; controls operation of circulating pumps; backwashes filters.
- Test swimming pool water daily for Chlorine, pH, alkalinity, water hardness, and combined chlorine; calibrates chemical controllers to ensure correct levels are kept; add chemicals or adjusts chlorine supply to bring water to predetermined standards of purity and alkalinity.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Theory, practices and principles associated with the maintenance, operation and upkeep of swimming pools and pool complexes
- Principles and practices of swimming pool water chemistry and testing
- Pool cleaning techniques including disinfecting and algae control and removal
- Pool and facilities safety procedures with a potential need to upgrade skills in order to meet changing job conditions
- Electrical and plumbing repair techniques and safety precautions
- Federal, State and local laws, codes and regulations relating to pool maintenance and operation
- Basic math, including calculations using fractions, percentages, and/or ratios

Skills and Abilities to:

- Operate scuba diving equipment
- Perform all of the essential duties of the position at a journey-level
- Interpret and explain District swimming pool policies, procedures, rules and regulations to others
- Perform duties with a focus on safety
- Plan and prioritize work in order to meet demanding schedules for use of facilities
- Keep complex technical reports and records to a standard acceptable to regulatory agencies.
- Read a variety of manuals; understand complex, multi-step written and oral instructions; write documents following prescribed formats, and/or present information to others

RESPONSIBILITY:

Responsibilities include: working under limited supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

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 plus specialized training in pool maintenance required.

EXPERIENCE REQUIRED:

Minimum of three (3) years or equivalent increasingly responsible experience in swimming pool maintenance and operations required. Any equivalent combination of education, training and experience.

LICENSE(S) REQUIRED:

- Current California Driver's License to drive to pick up parts, equipment, or other needed items quickly.

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)
 - Scuba Diving Certification (within 6 months of employment)
 - Pool Operator Certification (within 6 months of employment)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed indoors and outdoors in varying weather and humidity conditions
- Involves underwater work with use of scuba and/or snorkeling equipment
- Significant safety considerations exist from unstable or slippery surfaces
- Stand and walk for sustained periods of time, walk up to 400 yards
- Full-body physical labor and handling of medium-to-heavy weight materials, including lift, carry, and move weights of up to 75 pounds on a regular basis; push, pull, and guide materials over 75 pounds
- Coordination of arms, legs, and body coordination and dexterity necessary for swimming
- Flexibility to climb, stoop, kneel, and crouch on a regular basis
- Visual acuity including depth perception
- Hearing and speaking to exchange information in person or on the telephone

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Pool Maintenance Technician Comparison Survey

DISTRICT (Grades) Enrollment	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & CERTIFICATES	SR (Salary Range) Step 1 (hourly)	Mid- range step	SR (Salary Range) Max (hourly)
Madera USD	Pool Maintenance Technician Oversees, maintains, cleans and repairs the aquatic facility, co-generation plant, associated building equipment, and the storage and usage areas ensuring an attractive, sanitary and safe swimming pool/facility; performs special cleaning and sanitizing operations; assists in preparing facilities for special events; and complying with health and safety reqs. "	High School diploma or equivalent, plus specialized training in pool maintenance required	Minimum of three years or equivalent increasingly responsible experience in swimming pool maintenance and operations required. Any equivalent combination of education, training and experience	Valid, current CA Driver's License, Scuba cert (within 6 months of hire), Pool Operators cert (within 6 months of hire)	Suggest: SR 29, \$19.57	Suggest SR 29, \$22.43	Suggest: SR 29, \$25.74
Central USD (K-12) 15,841	MATCH – (but slightly higher-level per duties involved) Pool Maintenance Technician - Performs routine maintenance/repairs on swimming pool equipment. Washes, scrubs and disinfects pool area. Sets up, maintains, repairs and operates electronic scoring and timing devices. Trains Pool Maintenance Workers. Tests swimming pool water daily, adds chemicals or adjusts chlorine supply as needed. Uses scuba diving equipment and scrubbing gear in the removal of algae. I	High school diploma or equivalent	Five years related experience	CDL, first aid/ CPR, Scuba cert within 6 months of hire	\$24.70 SR 28	\$26.68	\$28.65 – step 5, (16% spread)
Clovis USD (K-12) 43,664	MATCH - Pool Maintenance Worker II - Technical pool maintenance and operational work, routine maintenance of mechanical equipment. Ensures safety of pool environment. Tests pool water daily adding chemicals as needed. Cleans pool water and pool area, using scuba equipment for pool bottom algae. Maintains records. Preps pool for special events.	High school diploma or equivalent, plus specialized training in pool maintenance is required.	Three years of swimming pool maintenance and operations experience required. Any equivalent combination of education, training and experience.	CDL, first aid/ CPR, Scuba cert	\$19.05 R 513	\$21.10	\$23.14 – step 9, (21.5 % spread)
Fresno USD (K-12) 73,381	NO MATCH – lower level class per MQs and certs Swimming Pool Operator – clean, maintain and perform semi-skilled maintenance and repair to district swimming pools and related facilities and equipment – may also clean gym (custodial responsibilities), no scuba or Pool Operators cert required	High school graduation	One year of pool maintenance experience and any combination equivalent to demonstrate sufficient training and experience in abilities needed	Pool Operators Cert preferred			
Merced City SD (K-8) 11,079	No similar class to review						

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

Pool Maintenance Technician Comparison Survey

DISTRICT (Grades) Enrollment	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & CERTIFICATES	SR (Salary Range) Step 1 (hourly)	Mid- range step	SR (Salary Range) Max (hourly)
Sanger USD (K-12) 11,360	MATCH - Pool Maintenance Technician – provide maintenance and operational services to ensure an attractive, sanitary and safe swimming pool/facility; perform special cleaning and sanitizing operations; help prepare facilities for special events	HS diploma or equivalent	Three years of progressively responsible experience in swimming pool maintenance, operations, scheduling, training, and leadership	CDL, CPR/first aid, Pool Operator cert and Scuba Diving cert (both within 6 mos. Of hire)	\$ 19.05 SR 115	\$ 21.69	\$24.31 – step 6, (27.6% spread)
Stockton USD (K-12) 41,679	MATCH –(but slightly lower-level class per certificates required) Swimming Pool Technician – perform routine duties related to operation, cleanliness, sanitation, maintenance, and orderly condition of a swimming pool, general school building cleaning, no scuba or Pool Operators cert required	High school graduation	Three years experience in maintenance of commercial swimming pools	CDL, CPR/first aid, Pool Operators Certificate preferred	\$20.98 SR 40	\$23.11	\$25.48 – step 5, (21.8% spread)
Visalia USD (K-12) ,375	No similar class to review						

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 15, 2021

Agenda Item:

Information on the Personnel Commission Proposed Budget for FY 2021-2022.

Agenda Placement:

Informational

Background:

The PC staff is bringing for your review the proposed budget for the 2021-2022 school year. As done in the past, the District Business Office computes the figures for the salaries and benefits to include mandated personnel costs, however, salary and benefit costs have not been finalized.

The figures for the discretionary items, such as supplies, maintenance contracts, dues/membership, software license, etc., were projected based on this year's actual expenses and pre-planning for the 2021-2022 school year. We have a slight increase for next year's software license for the online application program.

This year's budget spending has been less than other past years due to the COVID-19 Pandemic.

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

Recommendation:

No action needed. The next regular PC meeting is on May 20, 2021; there is a scheduled public hearing before the adoption of the 2021-2022 school budget.

: Budget Allocation - Dept 5260 Merit

		2020/21 Adopted Budget	2020/21 Revised Budget	2020/21 Actuals with Encum	2021-22 Budget
CLERICAL & OFFI,PERSONNEL/HUMAN	(102394) 0100-00000-0-0000-7400-2460-01-260-5260	0.00	424.00	423.90	500.00
CLERICAL & OFFI,PERSONNEL/HUMAN	(071761) 0100-00000-0-0000-7400-2490-01-260-5260	2,000.00	3,509.00	3,508.60	2,000.00
	Total for Object 2000	2,000.00	3,933.00	3,932.50	2,500.00
	Total for Object 3000	664.00	731.00	530.61	Adjusted from Ob 4300
SUPPLIES,PERSONNEL/HUMAN	(020009) 0100-00000-0-0000-7400-4300-00-260-5260	5,436.00	5,161.00	4,294.87	6,500.00
Computer Hdw,PERSONNEL/HUMAN	(023916) 0100-00000-0-0000-7400-4385-00-260-5260	0.00	275.00	263.08	
	Total for Object 4000	5,436.00	5,436.00	4,557.95	6,500.00
TRAVEL & CONFER,PERSONNEL/HUMAN	(076380) 0100-00000-0-0000-7400-5200-00-260-5260	8,000.00	3,000.00	1,800.41	8,500.00
DUES & MEMBERSH,PERSONNEL/HUMAN	(039482) 0100-00000-0-0000-7400-5300-00-260-5260	4,000.00	4,000.00	2,900.00	4,000.00
MAINTENANCE CON,PERSONNEL/HUMAN	(029177) 0100-00000-0-0000-7400-5650-00-260-5260	250.00	250.00	0.00	250.00
DUPLICATING-D/C,PERSONNEL/HUMAN	(039796) 0100-00000-0-0000-7400-5715-00-260-5260	150.00	150.00	0.00	150.00
PROFESU/CONSUL,PERSONNEL/HUMAN	(004404) 0100-00000-0-0000-7400-5800-00-260-5260	4,000.00	91,920.00	90,765.63	5,100.00
LEGAL,PERSONNEL/HUMAN	(059631) 0100-00000-0-0000-7400-5840-00-260-5260	7,000.00	2,000.00	1,000.00	4,000.00
ADVERTISEMENT,PERSONNEL/HUMAN	(074244) 0100-00000-0-0000-7400-5870-00-260-5260	2,000.00	2,000.00	265.00	2,000.00
HARDWARE/SOFTWA,PERSONNEL/HUMA	(036706) 0100-00000-0-0000-7400-5885-00-260-5260	9,500.00	9,500.00	9,475.32	10,000.00
	Total for Object 5000	34,900.00	112,820.00	106,206.36	34,000.00
2021-22 Base		43,000.00	122,920.00	115,227.42	43,000.00
\$43,000					

Principal/Dept Head

Date :



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 15, 2020

Agenda Item:

Presentation of the Classified Quarterly Employee Award to Monica Ochoa – Administrative Assistant V for College and Career Readiness – District Office.

Agenda Placement:

Informational

Background:

The Personnel Commissions will present the Classified Quarterly Employee Award for the 3rd Quarter to Monica Ochoa – Administrative Assistant V.

Recommendation:

Presentation of the Classified Quarterly Employee Award.