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MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission

1902 Howard Road, Madera, CA 93637

AGENDA

Regular Meeting

Thursday, May 20, 2021

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

Join Zoom Meeting

<https://maderausd.zoom.us/j/88963151131>

Meeting ID: 889 6315 1131

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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, April 15, 2021, Regular Meeting.

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

1. Accounting Technician IV (Promotional & Open/Competitive)
2. Education Information Systems Manager, (Open/Competitive)
3. Information Security Analyst (Open/Competitive)
4. Senior Executive Assistant to the Superintendent & BOT
(Open/Competitive/Unranked)

5. New Business

- A. Discuss and approve the new job class description for Athletic Trainer and Classified Salary Compensation Survey
- B. Discuss and approve the new job class description for Custodial Supervisor and Classified Supervisory Salary Compensation Survey
- C. Discuss and approve the revised job description for Director of Community Services and Parent Resource Centers
- D. Discuss and approve the Initial Salary Placement for the Educational Information Systems Manager – Department of Information Technology and Support Services
- E. Public Hearing and Approval of the 2021-2022 Personnel Commission Budget
- F. Approve Resolution No. 1-2020/20201 - Classified School Employee Week: May 16, 2021 through May 22, 2021

6. Informational and Reports

- A. Director's Report
- B. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Wednesday, June 23, 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: May 20, 2021

Agenda Item:

Consideration and approval of the Minutes from the regular meeting of April 15, 2021

Agenda Placement:

Consent

Background:

Approval of Minutes from the regular meeting of April 15, 2021.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the regular meeting of April 15, 2021.

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, April 15, 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, April 15, 2021 at 4:30 p.m.

Roll Call

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

Isabel Barreras, Director of Classified Human Resources
Ana Perez, 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.
- Commissioner Wheat led the flag salute.

2. Adoption of Agenda

Director Barreras asked to pull item (5B) Custodial Supervisor Job Description and Classified Supervisory Compensation Survey since there has been some last minute concerns and would like to discuss and bring the item back for the meeting in May. It is a new position; there is still time to create an eligibility list to send to the Director.

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the adoption of the agenda. MOTION NO. 42-2020/21.

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

3. Communications

- There were no public comments.

4. Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 43-2020/21.

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

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

- Director Barreras requested that two Eligibility Lists to be extended for 6 month since they currently have expired. There are quite of bit of applicants left on this list and would like to follow up with them to fill some of the positions for the next school year. The lists will now expire on 10/08/2021.
 - It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the extension of the eligibility list for CN Assistant I (3.5 Hours) and Head Custodian I.
- MOTION NO. 44-2020/21.

Ayes: Commissioners Janzen and Wheat

Noes: None

Absent: Commissioner Koch

Abstained: None

B. Discuss and approve the new job class description for Custodial Supervisor and Classified Supervisory Salary Compensation Survey – Item has been pulled and will be brought back in May of 2021.

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

- Director Barreras presented the request from the District administration to review and update the Pool Maintenance Custodian job description. The current employee is retiring in June. This job description was last updated in June of 2012. The elimination of the Pool Maintenance Custodian will be replaced with the new job description of Pool Maintenance Technician at a recommended Range 29 of the Classified Salary Schedule.
- Per CHRO Albertson, two applicants will be hired. Not one applicant can do all the work.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new job class description for Pool Maintenance Technician and the recommendation at Range 29 of the regular Classified Salary Schedule.

MOTION NO. 45-2020/21.

Ayes: Commissioners Janzen and Wheat

Noes: None

Absent: Commissioner Koch

Abstained: None

6. Information and Reports

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

- Director Barreras gave an update on the Personnel Commission on the Budget. The budget has stayed status quo. That was a slight increase with NeoGov software license. The benefits usually go up about 3% every year. The Business Office will provide me with those numbers before the May 20th meeting.
- Commissioner Wheat commented that it was good to see how the budget has not changed much and gives credit to Director Barreras and the PC Staff on how you are able to keep the level of expertise and any escalates with the same amount of money.

B. Presentation of the Classified Quarterly Employee Award to Monica Ochoa, Administrative Assistant – College and Career Readiness

- Commissioner Wheat welcomed and presented the Quarterly Employee Award to Monica Ochoa.
- Chairperson Wheat commented that she was proud of Ms. Ochoa's exemplary work ethic and dedication to the students and she is a Student Champion.
- CSEA President Giddens also expressed her congratulations to Monica.
- Kristen McKenna thanked her and expressed her appreciation to Monica.
- Director Barreras acknowledged and congratulated Monica.

C. Director's Report

- Director Barreras reported that the month of March has been very busy with recruitments.
- She also attend a job fair with the Madera County Superintendent of School in February.
- The PC is waiting to receive the HRAs/Requisitions from HR. We are working together on those. There are 35 employees to replace. These employees are retiring in June.
- We are completing Phase I of the Classification Study. We will be starting Phase II where we should have over 500 questionnaires that we will be sending out to our employees. Phase II is the biggest group. You will be seeing new Job Descriptions coming in May that are being studied. These were requested individually, one of them is being requested by the Director of Athletics.
- Director Barreras gave a huge "Thank you" to Director of IT Joe Halford and CFO Arelis Garcia for the 17 new laptops. Laptops are being used for testing.

D. Commissioner's Report

- No reports.
- Commissioner Wheat gave a shout out to the PC Office. They will be very busy trying to fill those open positions and to get everyone tested.

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

- None were suggested.

9. Adjournment

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


Isabel Barreras, Director of Classified HR

Date: April 16, 2021



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 20, 2021

Agenda Item:

Consideration and Approval of the following Eligibility Lists for: Accounting Technician IV (Promotional & Open/Competitive), Educational Information Systems Manager (Open/Competitive), Information Security Analyst (Open/Competitive), Senior Executive Assistant to the Superintendent & BOT (Open/Competitive/Unranked)

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. Accounting Technician IV (Promotional & Open/Competitive)
2. Education Information Systems Manager, (Open/Competitive)
3. Information Security Analyst (Open/Competitive)
4. Senior Executive Assistant to the Superintendent & BOT
(Open/Competitive/Unranked)

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: May 20, 2021

Agenda Item:

Discuss and approve the new job class description for Athletic Trainer and Classified Salary Compensation Survey

Agenda Placement:

Action

Background:

District Administration has brought forward the request to create a new job description with the title of Athletic Trainer. This new job description conducts a comprehensive program in the prevention and care of athletic injuries; evaluates the student athlete's physical condition, advises, and treats to maintain maximum physical fitness for participation in athletic competition, while keeping the physical and mental welfare of the athlete as the top priority; promotes the prevention of injuries through use of methods including conditioning, protective equipment, exercising, taping, and training techniques. The incumbents in this classification provide the school community with physical preparation and injury treatment of students competing in school sports which directly supports student learning and achievement.

Positions in this class work closely with student athletes, primarily at the high school level, but also supporting middle and grade school student athletes at competitions. Duties focus on maintaining the physical and mental well-being of the athletes, including treating injuries and working to prevent them.

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 44 (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.

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
Athletic Trainer	New	Range 44 of the 2020-2021 Classified Salary Schedule (yearly:\$54,240 - \$70,620; hourly; \$25.98 - \$33.82.hourly)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 20, 2021

Agenda Item:

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Agenda Placement:

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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: ATHLETIC TRAINER

DEPARTMENT/SITE: District Department or
School Site

SALARY SCHEDULE: Classified Bargaining Unit
SALARY RANGE: TBD per 2020/2021 Schedule
WORK YEAR: 12 Months (## Days)

REPORTS TO: Director of Athletics or assigned

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Athletics and/or Site Athletic Director, the Athletic Trainer conducts a comprehensive program in the prevention and care of athletic injuries; evaluates the student athlete's physical condition, advises, and treats to maintain maximum physical fitness for participation in athletic competition, while keeping the physical and mental welfare of the athlete as the top priority; promotes the prevention of injuries through use of methods including conditioning, protective equipment, exercising, taping, and training techniques. The incumbents in this classification provide the school community with physical preparation and injury treatment of students competing in school sports which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class work closely with student athletes, primarily at the high school level, but also supporting middle and grade school student athletes at competitions. Duties focus on maintaining the physical and mental well-being of the athletes, including treating injuries and working to prevent them.

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.

- Adheres to concussion and emergency return to play protocols.
- Assists in educating student athletes in injury prevention, nutrition, and mental health and wellness.
- Develops, follows, and updates Emergency Action Plan (EAP) for each athletic venue.
- Establishes and maintain a budget for athletic training supplies/equipment.
- Evaluates athletic injuries; administers first aid and CPR as needed to injured student athletes; requests additional emergency medical treatment as required.
- Maintains appropriate files and records for student athletes, which may include copies of physician diagnosis, treatment plans, prescriptions, physical examination reports, documentation of treatment provided, medical history forms, accident reports and insurance forms.
- Maintains the Athletic Training Room in a clean, organized manner.
- Performs various external techniques for muscular skeletal support.
- Provide athletic trainer support at middle school feeder football games and at elementary athletic championship events.
- Provide daily care and support as needed for all site student athletes.
- Provide training to others as a Certified American Red Cross (CPR/First Aid) Instructor
- Provides "hands on" experience and supervision for student athletic trainers who assist with activities

such as taping, first aid and icing in accordance with the school's clubs and activities guidelines and state law.

- Provides and assists with rehabilitation programs and treatments for strains, sprains, contusions, soreness, and exercises to strengthen muscles.
- Provides reports to coaches, athletic directors, and nurses on injuries, medical reports and status of athletes under treatment. Certifies medical eligibility of students to return to the athletic program.
- Recommends to parents/students appropriate medical care related to injuries.
- Responsible for the inventory and requisition of all training room supplies and equipment through protocol established with the Athletic Director.
- 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:

- Fundamental principles and accepted trends in the field of athletic training
- Applicable sections of State and Federal laws, regulations and codes
- Physical, intellectual, social, and emotional growth patterns in students
- Principles and practices of supervising, training and providing work direction
- District organization, operations, policies, objectives and goals
- English grammar, usage, punctuation and spelling
- Computer usage and applicable software programs

Skills and Abilities to:

- Read, analyze, and understand scientific and technical journals related to sports medicine, legal documents, and physician and physical therapist orders
- Respond appropriately to common inquiries or complaints from students, parents, coaches and other employees
- Properly use and care for materials, supplies and equipment employed in performing services as an athletic trainer
- Work confidentially with discretion
- Work independently and exercise independent judgment within scope of responsibility
- Complete work with many interruptions
- Establish and maintain cooperative and effective working relationships with a diverse range of people using tact, patience, and courtesy
- Compose correspondence and written materials independently
- Plan, organize and prioritize work in order to meet schedules and time lines
- Communicate, understand and follow both oral and written directions effectively
- Maintain current knowledge of trends in the assigned field
- Analyze situations accurately and adopt an effective course of action
- Maintain accurate records in reporting-progress and monitoring results
- 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

RESPONSIBILITY:

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may

be required to perform the job's functions. There is a continual opportunity to have 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 , with a Master's Degree preferred.

EXPERIENCE REQUIRED:

- Experience preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to sporting events and meetings as required.

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)
- Athletic Trainer Certification required from National Athletic Trainers Association Board of Certification
- Current CPR certification
- Certified American Red Cross (CPR/First Aid) Instructor

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed indoors and outdoors, subject to extreme weather conditions at times
- Mobility sufficient to walk, stand, and /or sit for extended periods, and access all locations in the work environments
- Flexibility to reach with hands and arms, twist, and bend, squat, kneel, and stoop
- Lift, carry, push, pull and/or carry bulky objects of up to 80 pounds with or without assistance
- Manual dexterity to appropriately control and manipulate objects, tools, materials, and equipment used on the job, including operating a computer and other office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and a computer screen

Athletic Trainer Comparison Survey

DISTRICT (Grades) Enrollment	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & CERTIFICATES	SR (Salary Range) Step 1 (monthly)	Mid- range value	SR (Salary Range) Max (monthly)
Madera USD	Athletic Trainer The Athletic Trainer conducts a comprehensive program in the prevention and care of athletic injuries; evaluates the student athlete's physical condition, advises, and treats to maintain maximum physical fitness for participation in athletic competition, while keeping the physical and mental welfare of the athlete as the top priority; promotes the prevention of injuries through use of methods including conditioning, protective equipment, exercising, taping, and training techniques	Bachelor's degree	Preferred	Valid, current CA Driver's License, CPR cert and NATA BOC	Suggest: SR 44, \$4,520	Suggest: SR 44, \$5,157	Suggest: SR 44, \$5,885
Central USD (K-12) 15,841	MATCH – Title: Athletic Trainer – Acts as paramedical specialist in injury prevention, injury recognition and evaluation, management, treatment and disposition, rehab. Education and counseling	Bachelor's degree or 4 years college		NATA certified, CPR/first aid cert, CDL	\$4,077 SR 32	\$4,498	\$4,726 – step 5, (16% spread)
Clovis USD (K-12) 43,654	Athletic Trainer - contracted position – Trainer (seasonal only, PT*) no job description available				\$4,029/ season	\$4,698/ season	\$5,976/ season
Fresno USD (K-12) 73,381	MATCH – Title: Athletic Trainer – Organize and conduct a comprehensive program in prevention and care of athletic injuries; evaluate physical condition and advise and treat student athletes to maintain maximum physical fitness for participation, keeping mental and physical welfare of athlete as top priority; promotes injury prevention	Bachelor's or Masters	Preferred	Athletic Trainer program accredited by CAATE	\$4,880 SR - E229	\$5,380	\$5,937 – step 5,
Merced City SD (K-8) 11,079	No similar class to review						
Stockton USD (K-12) 41,679	MATCH – Title: Athletic Trainer (seasonal only, PT*) Oversees medical and safety concerns of student athletes in high school sports; assists in development and implementation of injury prevention program; administer first aid and emergency care; diagnose, treat & monitor hard and soft tissue injuries	Bachelors in a related area, w/Masters preferred	No	NATABOC cert as Athletic Trainer, Sports Specific Concussion Course, Sudden Cardiac Arrest training, Gen Coached Ed Course, CIF Coaching cert, CDL, CPR/ first aid	\$4,773/ season (3 months approx..) and part-time	\$5,454/ season	\$6,136/ season – step 4, (28.6% spread)
Visalia USD (K-12) 32,000	MATCH – Title: Athletic Trainer Acts as paramedical specialist in injury prevention, injury recognition and evaluation, management, treatment and disposition, rehabilitation, education and counseling	Bachelor's degree	Two years of professional or volunteer experience	NATA cert, AED, CPR, cardiac arrest, water safety, concussion	\$7,117 SR 10	\$7,565	\$8,041 – step 5 (13 % spread)

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

Athletic Trainer Comparison Survey

DISTRICT (Grades) Enrollment	JOB CLASS TITLE	EDUCATION	EXPERIENCE	LICENSES & CERTIFICATES	SR (Salary Range) Step 1 (monthly)	Mid- range value	SR (Salary Range) Max (monthly)
Washington USD (K-12) 2,600	MATCH –Title: Athletic Trainer Oversees medical and safety concerns of student athletes in high school sports; assists in development and implementation of injury prevention program; administer first aid and emergency care; diagnose, treat & monitor hard and soft tissue injuries	HS diploma, bachelors in athletic training	Preferred	Athletic Trainer Certification from program accredited by Commission on Accreditation, CDL, CPR cert	\$4,419 SR 14	\$4,876	\$5,377 – step 6 (21.7% spread)
				AVERAGES/ MEDIAN	\$5,123 \$4,650	\$5,580 \$5,128	\$6,019 \$5,654

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:

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**

One additional district has been included in this survey – **Washington USD**. This district is located nearby, in Fresno, and was found to have a match. Washington was added since there were relatively few comparable positions found in the above districts.

NOTES REGARDING SUGGESTED SALARY ALLOCATION FOR THE REVISED MADERA USD CLASS:

Four reasonably close matches were identified among the agencies. These were in the districts of Central, Fresno, Stockton, Visalia, and Washington. In each case the positions are very close matches due to the nature of the work. Reasonably close, or not quite a match cases are much more common in other situations. "No Match" is only used when the district does not have the class, or has a seasonal, part-time Trainer, in which case the Trainer covers one or more of the three sports seasons and is paid significantly less. Clovis and Stockton fit in this situation and all three of the districts not used are shaded red.

Comparing the calculated median of the mid-range amount of \$5,128 to Madera's salary schedule finds the closest match at salary range 44. The existing mid-range step of \$5,157 is very close. The median is the best indicator to use generally, and especially in situations such as this where there are few comparison points. The average turned out to be much higher (\$5,580), due to the influence of one significantly higher salary - at Visalia USD – which is almost 50% higher.

As mentioned, the mid-range step was used for primary comparison purposes. There was little variability between the districts used, with three of the four districts having five steps, the other has six. Even without the exceptional district with a large number of steps, use of the rate at the middle of the range is recommended for the most valid comparison. And in this case, using either of the other options - first step or top step - would only move the recommendation either one range higher, or one range lower, respectively. This provides further support for the range 44 recommendation.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 20, 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 of 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-9. The Step 1 market median of \$25.68 hourly falls between SR-6 and SR-7 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-9 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

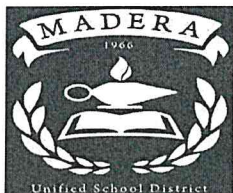
Recommendation:

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 7 of the 2020-2021 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

REPORTS TO: Director of Maintenance and
Operations

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: SR-7

WORK YEAR: 12 Months (261 Days)

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.

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.

- Assists the school site administrators' in the evaluation process for custodial staff.
- 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.

- Interviews, selects, schedules, trains, coaches, supervises, disciplines 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 all calls pertaining to District office sites from the police department, fire department, sheriff's department, Highway Patrol or any other law enforcement agency 24 hours/per day - 7 days/per week.
- Responds to emergencies relating to sites such as fire alarms, Sonitrol calls 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)

- 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
Madera USD (K-12) 21,148	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. " (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) 73,381	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	\$26.27	\$29.26	\$32.24
				MEDIAN	\$25.68	\$28.76	\$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: May 20, 2021

Agenda Item:

Discuss and approve the revised classified job description for Director of Community Services and Parent Resource Centers

Agenda Placement:

Action

Background:

District Administration has presented the Personnel Commission with revised duties for the job description of Director of Community Services and Parent Resource Centers. The current incumbent is retiring in June. The proposed revisions are in red throughout the job description with strike out language in the purpose statement and essential functions. In addition, these changes bring the job description up to date and it will allow for the recruitment of highly qualified applicants.

This was done in accordance with Ed Code 45256 and Personnel Commission Rules 3.2.3. Class Specifications.

Recommendation:

It is recommended that the Personnel Commission approve the revised job description for the Director of Community Services and Parent Resource Centers.

Attachment: Job Description – Director of Community Services and Parent Resource Centers

REVISED

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Director of Community Services and Parent Resource Centers (PRC)

Department/Site: School Site

Reports to: Executive Director of Student Family and Support Services

Classification: Classified Management

Salary Schedule: Classified Management

Salary Range: 20

FLSA: Exempt

PURPOSE STATEMENT

~~The job of Director Community Services and Parent Resource Centers (PRC) was established for improving student achievement through the effective management of an assigned area. To lead, direct, plan, organize and oversee Community Services and Parent Resource Centers (PRC); develop appropriate program curriculum; build positive community relationships; provide information to others, implementing and maintaining services within established guidelines and standards.~~

~~This job reports to the Executive Director of Student and Family Support Services.~~

The Director of Community Services and Parent Resource Centers is responsible for leading, managing, and supporting the staff and volunteers at multiple Parent Resource Centers, overseeing and evaluating the value of contracted parent engagement services at all MUSD schools, building capacity, and developing appropriate program curriculum to meet the diversified educational needs of parents/guardians across the District, so that they can be fully engaged and play meaningful roles in their children's education. These duties encompass engaging all District departments, committees, schools, students, families, and relevant community organizations to advance parent/guardian leadership in our District.

ESSENTIAL FUNCTIONS

- Oversees multiple Parent Resource Centers, manages and supports the staff and volunteers, designs, implements, and evaluates curricula outcomes, and ensures ensuring that the sites, staff, and contracted providers follow state and District guidelines.
- Analyzes data from a wide variety of sources (e.g., staff, public agencies, etc.) in order to design appropriate curriculum programs that meet the District's parents/guardians' diverse educational needs and prepare them to be fully engaged in their children's education.
- Manages and leverages a comprehensive portfolio of District initiatives designed to prepare and support parents/guardians to play a relevant and meaningful role in their children's education.
- Develops long and short-range vision and plans in relation to ensure that the District's parents/guardians voices are represented in the District's LCAP plan and ensures that projects support assigned administrative responsibilities (e.g., the scope of work, staffing, materials, equipment, space requirements, etc.), for the purpose of to ensure ensuring organizational objectives are achieved in the most efficient and timely manner.
- Directs the implementation of existing and new programs/services through a combination of delegation and personal involvement to ensure that new programs/services are provided within established timeframes in compliance with all related requirements.
- Monitors programs/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.

- Responsible for managing a comprehensive Resource Directory of Community Services in partnership with other community stakeholders for improving services throughout the city and county of Madera.
- ~~Leads~~ ~~Facilitates~~ meetings, workshops, training, and seminars (e.g. workshops, inter and Intra District committees, seminars, conferences, etc.) ~~for the purpose of~~ to conveying and gathering information required to perform functions.
- Analyzes and synthesizes complex materials (e.g. plans, budgets, funding requests, etc.) ~~for the purpose of~~ to document activities and issues, meet compliance requirements, providing audit references, making presentations, and providing supporting materials for requested actions.
- Identifies and secures funding sources, including community and corporate grants, sponsorships, and major gifts, and oversees and manages financial resources within the established annual department budget.
- ~~Authors reports~~ Generates and presents information on various variety topics related to administrative responsibilities (e.g., financial information, overviews of programs/services, policies and procedures, etc.) to provide ~~for the purpose of~~ general information, train others, and implement actions.
- Recruits, coaches, and supervises community education teachers/facilitators ~~for the purpose of~~ and community volunteers to ensure compliance with program requirements and adopted District policies and procedures.
- Conducts periodical surveys and other evaluative measures ~~for the purpose of~~ to assess programs' outcomes concerning District goals and objectives and ensure compliance with legal, financial, and District requirements.
- Researches and analyzes data required to manage assignments (e.g., reviewing relevant policies, current practices, staffing requirements, financial resources, etc.) ~~for the purpose of~~ to develop new programs/services, ensure compliance with applicable requirements, and secure general information for planning, taking appropriate actions and responding to requests.
- Responds and addresses issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and liability if not appropriately addressed, ~~for the purpose of~~ identify the relevant issues, recommending or implementing a plan of action that will efficiently resolve the issue.
- Represents the parent engagement programs at community events, building positive community relations, and managing the day-to-day delivery of various parent engagement services and resources District-wide.
- Responsible for the interpretation of pertinent policies and implementation of established State, LCAP, and Board standards and guidelines

OTHER FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, state, local, and District laws, regulations, policies and practices related to assigned activities
- Principles, strategies, and practices of adult learning theories and public outreach
- Methods to interpret apply and explain rules, regulations, policies, and procedures
- Data analysis and presentations techniques
- Principles and practices of supervision and training
- Public speaking techniques

- Technical aspects of field of specialty
- Operation of a computer and assigned software
- Oral and written communication skills
- Interpersonal skills including tact, patience and courtesy

Skills and Abilities to:

- Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions
- Operating standard office equipment including utilizing pertinent software applications
- Planning and managing projects
- Budgeting and financial management
- Organizational and Communication skills
- Developing effective working relationships'
- Coordinate activities with multiple and diverse stakeholders
- Facilitate productive partnerships and networks
- Train and evaluate the performance of assigned staff
- Develop, manage, and evaluate complex operations
- Utilize data management systems to access a variety of records such as state/local assessments
- Analyze difficult and complex issues identifying logical solutions and appropriate course of action based on objective data
- Organize and coordinate District-wide events
- Prioritize and complete multiple tasks in a timely manner
- Be a positive change agent and an effective leader with diverse groups across race, ethnicity, religion, gender, class and sexuality
- Build positive and productive relationships with students, parents, staff, and community members
- Communicate effectively orally and in writing
- Prepare presentations and use expert facilitation skills
- Maintain confidentiality of sensitive information; understand, interpret, apply, and articulate regulations and policies related to assigned activities
- Meet schedules and time lines to Plan and organize work
- Prepare detailed and concise records, files and reports

RESPONSIBILITY

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

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

MINIMUM QUALIFICATIONS

Experience: Five years of increasingly responsible work experience in the field of social work, or services/programs that increase family engagement, enhance student achievement, or counseling individuals and or groups.

Education: Bachelor's degree or higher from a nationally accredited college or university, in social work or related field

Special:

A valid California Driver License Use of automobile

Ability to communicate in Spanish orally and in writing is required.

REQUIRED TESTING

- Pre-employment Proficiency

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- None Specified

CLEARANCES

- DOJ/FBI Background
- TB Skin Test



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: May 20, 2021

Agenda Item:

Discuss and approve the Initial Salary Placement for the Educational Information Systems Manager – Department of Information Technology and Support Services

Agenda Placement:

Action

Background:

PC staff is requesting approval to place the selected candidate for the Educational Information Systems Manager – Department of Information Technology and Support Services with an initial salary placement of Range 13, Step 5 of the Classified Supervisory Salary Schedule.

The candidate has over 22 years of work experience in technology, with the majority of that time in an educational setting. The candidate spent four of those years in instruction; five as an Instructional Program Director; five years in a leadership position as a manager and then as director. Additionally, he holds multiple high level and difficult to obtain technology certifications – including the Certified Information Systems Security (CISSP) certification. This level of technical experience and management experience makes him a uniquely qualified candidate for the position. This candidate exceeds the minimum work experience of three years and educational experience requirements of a bachelor's degree.

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 beyond the educational requirements in the class; and PC Rule 8.2.1.3 - difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class; 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 Educational Information Systems Manager at Range 13, Step 5 (yearly: \$113,463 and hourly: \$54.34) of the 2020-2021 Supervisory Classified Salary Schedule.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 20, 2021

Agenda Item:

Public Hearing and Adoption of the 2021-2022 Personnel Commission Budget

Agenda Placement:

Action

Background:

At the previous board meeting, staff presented a preliminary budget for the 2021-2022 fiscal year. As done in the past years, the District Business Office has computed the figures for the salaries and benefits to include the mandated personnel costs; however, salary and benefits have not been finalized.

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

The figures for the discretionary items, such as supplies, advertising, testing expenses, dues and memberships, software license, etc., have been projected based on the current year actual expenses and planning for the 2021-2022 school year.

This is the final draft budget based on discussion with District Administration. Per Education Codes 45253, the Commission is required to prepare an annual budget and present it for a public hearing no later than May 31, of each year.

The Personnel Commission should open the meeting for public comment on the proposed 2021-2022 budget. Once the budget is adopted, it will be submitted to the Madera County Superintendents of Schools for approval and presented to the Board of Trustees at a future meeting in June of 2021.

Recommendation:

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

Budget03a

Budget Object Summary

Model OB22-08 Original Budget - ALL

Fiscal Year 2021/22

Fund 0100 GENERAL FUND

Expenditure	Description	Amount	Percentage of Sources
2000 CLASSIFIED PERSONNEL--DO NOT USE			
2300	CLASSIFIED SUPERV & ADMIN SAL	158,580	.00%
2400	CLERICAL & OFFICE SALARIES	188,269	.00%
2460	CLERICAL & OFFICE OVER TIME	500	.00%
2490	CLERICAL & OFFICE EXTRA TIME	2,000	.00%
2900	OTHER CLASSIFIED SALARIES	1,800	.00%
	Total 2000	351,149	.00%
3000 EMPLOYEE BENEFITS--DO NOT USE-			
3202	PERS CLASSIFIED	79,922	.00%
3302	SOCIAL SECURITY CLASSIFIED	20,612	.00%
3312	MEDICARE - CLASSIFIED	5,051	.00%
3402	HEALTH & WELFARE CLASSIFIED	68,082	.00%
3502	UNEMPLOYMENT- CLASSIFIED	4,262	.00%
3602	WORKERS COMP - CLASSIFIED	5,137	.00%
3702	RETIREE BENEFITS OPEB CLASS	3,494	.00%
	Total 3000	186,560	.00%
4000 BOOKS AND SUPPLIES--DO NOT USE			
4300	SUPPLIES	5,756	.00%
	Total 4000	5,756	.00%
5000 OTHER OPERATING EXPEND--DO NOT USE			
5200	TRAVEL & CONFERENCE	8,500	.00%
5300	DUES & MEMBERSHIPS	4,000	.00%
5650	MAINTENANCE CONTRACTS	250	.00%
5715	DUPLICATING-D/C TRF OF SVCS	150	.00%
5800	PROFES'L/CONSULTG SVCS/OP EXP	5,100	.00%
5840	LEGAL	4,000	.00%
5870	ADVERTISEMENT	2,000	.00%
5885	HARDWARE/SOFTWARE MAINT&LICNSE	10,000	.00%
	Total 5000	34,000	.00%
	Total Expenditure	577,465	.00%
Starting Balance			
+ Revenues			
- Expenditures		577,465	
- Budgeted Reserves & Fund Bal			
= Unappropriated Balance		577,465-	

Selection Grouped by Account Type, (Org = 26, Restricted? = Y, Control? = N, Department = 5260, Object Digit = 4)

ESCAPE ONLINE

Page 2 of 2

026 - Madera Unified School District

Generated for Isabel Barreras (IBARRERAS), May 13 2021 4:45PM

Model OB22-08 Original Budget - ALL

Fiscal Year 2021/22

Employee	FTE	Earnings	Medi	OASDI	SUI	WC	H/W	STRS & STRSC	PERS & PERSC	Misc	Total
(064710) 0100-00000-0-0000-7110-2900-00-260-5260, OTHER CLASSIFIED, BOARD											
(001181) Janzen, Philip D	0.12500	599.97	8.70	37.20	.00	8.85	.00	.00	.00	.00	654.72
(007011) Koch, Bruce A	0.12500	599.97	8.70	37.20	.00	8.85	.00	.00	.00	.00	654.72
(002132) Wheat, Frances B	0.12500	599.97	8.70	37.20	.00	8.85	.00	.00	.00	.00	654.72
Account Totals		1,799.91		111.60		26.55	.00	.00	.00	.00	1,964.16
(015799) 0100-00000-0-0000-7400-2300-00-260-5260, CLASSIFIED SUPE, PERSONNEL/HUMAN											
(001723) Barreras, Isabel	1.00000	158,579.89	2,299.41	8,853.60	1,950.54	2,339.05	13,316.04	.00	36,330.66	1,585.80	225,254.99
(025540) 0100-00000-0-0000-7400-2400-00-260-5260, CLERICAL & OFFI, PERSONNEL/HUMAN											
(002940) Perez, Ana	1.00000	66,106.08	927.49	3,965.83	786.77	943.48	18,255.00	.00	15,144.90	661.08	106,790.63
(011764) Rodriguez, Daniel	1.00000	61,736.40	895.18	3,827.66	759.36	910.62	18,255.00	.00	14,143.81	617.41	101,145.44
(004548) Zamora, Victoria A	1.00000	60,425.64	864.79	3,697.72	733.58	879.70	18,255.00	.00	13,843.51	604.20	99,304.14
Account Totals		188,268.12		11,491.21		2,733.80	54,765.00	.00	43,132.22	1,882.69	307,240.21
(102394) 0100-00000-0-0000-7400-2460-01-260-5260, CLERICAL & OFFI, PERSONNEL/HUMAN											
Adjustment - Budget Dev		500.00	7.25	31.00	6.15	7.38	.00	.00	.00	5.00	556.78
(071761) 0100-00000-0-0000-7400-2490-01-260-5260, CLERICAL & OFFI, PERSONNEL/HUMAN											
Adjustment - Budget Dev		2,000.00	29.00	124.00	24.60	29.50	.00	.00	458.20	20.00	2,685.30
Totals for OB22-08		351,147.92		20,611.41		5,136.28	68,081.04	.00	79,921.08	3,493.49	537,701.44
	4.37500		5,049.22		4,261.00						

E denotes edited in BAE

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

ESCAPE ONLINE

Page 1 of 1

45253.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 20, 2021

Agenda Item:

Approval of Resolution No. 1-2020/20201 for Classified School Employee Week – May 16, 2021 through May 22, 2021

Agenda Placement:

Action

Background:

Madera Unified Personnel Commission extends its sincere appreciation and commendation to the classified school employees of the Madera Unified School District and proclaims the week of May 16 through May 22, 2021 as Classified School Employees Week.

Recommendation:

Approval Resolution No. 1-2020/2021, in honoring and recognizing the Classified School Employee Week, May 16 through May 22, 2021 for all classified professionals.



Declaring May 16 - 22, 2021 as Classified School Employees Week

WHEREAS, the week of May 16 through May 22, 2021 has been designated as Classified School Employees Week throughout California; and

WHEREAS, the Madera Unified School District employs hundreds of classified employees who perform services which are vital to the educational process; and

WHEREAS, classified employees provide services to students and their families, to teachers, administrators and other staff, and to the general public, services that are essential to the efficient funding of our educational system; and

WHEREAS, classified employees support and enhance the educational process by assisting instructors, transporting students, preparing nutritious meals, maintaining building and grounds, and performing all technical business, clerical and secretarial functions; and

WHEREAS, Madera Unified School District classified employees provide our school district with specialized skills and contribute to the educational excellence in our schools and offices day in and day out; and

WHEREAS, classified employees provide services that enable the Madera Unified School District to respond effectively to the needs of students and their families, the needs of teachers, administrators, and other staff, and the needs of the greater community;

NOW, THEREFORE, BE IT RESOLVED that the Madera Unified Personnel Commission extends its sincere appreciation and commendation to the classified school employees of the Madera Unified School District and proclaims the week of May 16 through May 22, 2021 as Classified School Employees Week in Madera.

Adopted this 20th day of May 2021;

Signed:

Fran Wheat, Personnel Commission Chair

Isabel Barreras, Director of Classified Human Resources