

In accordance with [Assembly Bill 361 \(2021-2022\)](#), this meeting will be held via Zoom, a cloud-based video conference in which Commissioners, staff and the public can join via a link or by phone as listed below on the agenda. It is advisable to test your electronic devices to ensure you are able to access the link. If you have concerns or issues accessing the link prior to this meeting, email [marysiegl@maderausd.org](mailto:marysiegl@maderausd.org) by 3:00 pm on Tuesday, August 23, 2022.

**MADERA UNIFIED SCHOOL DISTRICT  
Personnel Commission  
1902 Howard Road, Madera, CA 93637**

**AGENDA  
Regular Meeting  
Wednesday, August 24, 2022**

**4:30 PM Public Meeting**

**Join Zoom Meeting**

<https://maderausd.zoom.us/j/82125846299>

**Meeting ID: 821 2584 6299  
One tap mobile**

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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 [marysiegl@maderausd.org](mailto:marysiegl@maderausd.org) at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- While in the Zoom meeting:
  1. Click on the **Participants** icon located at the bottom of the screen.
  2. On the new window, click on the Raise Hand icon and wait for your name to be called.
  3. State your name and city of residence prior to your comment.

#### **4. Consent Agenda**

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

##### **A. Approval of minutes:**

1. Approve the minutes from Monday, August 8, 2022, Regular Meeting

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

1. Athletic Trainer – Open/Competitive
2. Behavioral Health Clinician II - Open/Competitive
3. Behavioral Intervention Technician - Promotional & Open/Competitive
4. Child Nutrition Assistant I - Open/Competitive
5. Communications Technician - Open/Competitive
6. Information Systems Technician - Open/Competitive
7. Student Advocate, 3.5 hours/day - Open/Competitive
8. Student Advocate Spanish Bilingual Required 3.5 hours/day – Open/Competitive
9. Student Advocate, 8 hours/ day- Promotional & Open/Competitive

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

A. Discuss and approve Initial Salary Placement for the position of Piano Accompanist

B. Discuss and approve the new job description and salary survey recommendation for Supervisor - Payroll

#### **6. Informational and Reports**

A. Director's Report

B. Commissioner's Report

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

Wednesday, September 21, 2022 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:** August 24, 2022

**Agenda Item:**

Consideration and approval of the Minutes from August 8, 2022 Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting of August 8, 2022.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from August 8, 2022 Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Monday, August 8, 2022 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Special Board Meeting via Zoom, a cloud-based video communication, on Monday, August 8, 2022 at 4:30 p.m.

**Roll Call**

Philip Janzen, Personnel Commission Chair  
David Hernandez, Personnel Commissioner Vice-Chair  
Fran Wheat, Personnel Commissioner

Isabel Barreras, Director Classified Human Resources  
Mary Siegl, Personnel Specialist Lead  
Alejandra Venegas-Chaves, Personnel Specialist

Cheri Giddens, CSEA President  
Vicky Zamora, CSEA 1<sup>st</sup> Vice – President

Lucy Osuna, on behalf of Assistant Superintendent of HR, Joseph Aiello

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

- Commissioner Janzen called the meeting to order at 4:30 pm.
- Commissioner Hernandez led the flag salute.

**2. Adoption of Agenda**

- Director Barreras indicated the Agenda item for Supervisor – Payroll job description was inadvertently left off the Personnel Commission Agenda. The position will be added to the next Personnel Commission meeting agenda for approval.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the adoption of the agenda. MOTION NO. 05-2022/23.

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

**3. Communications**

- Susan Hansen, Library Media Technician, asked what the timeline would be regarding the salary survey.
- Director Barreras responded that Phase III of the classification study has not been completed yet and the salary survey study would begin after Phase III, most in September and be completed in January.



#### 4. Consent Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the Consent Agenda. MOTION NO. 06-2022/23.

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

#### 5. New Business

##### **A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in September 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the continuance of holding the Personnel Commission's Board public meeting via teleconferencing in September 2022. MOTION NO. 07-2022/23.

Ayes: Commissioners: Hernandez and Janzen  
Noes: None  
Absent: None  
Abstained: None

##### **B. Discuss and approve the revised job classification description for Human Resources Officer**

- Director Barreras presented the revised job description for Human Resources Officer. The job description's has been revised and changes to the minimum qualifications were made in order to attract the most highly qualified pool of applicants.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve to the revised job description for Human Resources Officer MOTION NO. 08-2022/23, DOC NO. 02-2022/23

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

##### **D. Discuss and approve the revised job descriptions and salary recommendations for Director of Communications and Director of Continuous Improvement**

- Director Barreras presented the new job descriptions for Director of Communications and Director of Continuous Improvement. These positions are being brought forward at the District's request to reorganize the leadership roles in the Accountability and Communications programs. These positions have been created in lieu of a single Executive Director.
- The Personnel Commission recommended Classified Management Salary Range 29 for the Director of Communications and Classified Management Salary Range 33 for the Director of Continuous Improvement.

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve to the new job description for Director of Communications with the salary recommendation of Classified Management Range 29 and new job description Director of Continuous Improvement with the salary recommendation of Classified Management Range 33. MOTION NO. 9-2022/23, DOC NO. 03-2022/23, 04- 2022/23

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

## 6. Information and Reports

### A. Director's Report

- Director Barreras discussed Commissioner Janzen's term will end in December. She will notify the district of his interest in reappointment.
- Director Barreras introduced PC-Specialist, Alejandra Venegas-Chaves to the Commission as the newest member of the PC team. Alejandra comes from the Human Resources Department where she held the position of HR Tech, she has a BA in Management Information Systems and prior recruiting experience. We are excited to have her as part of the PC Team.
- MUSD conducted the official launch of the 2022 Student Champion Course for all classified staff on August 1<sup>st</sup> and it was very well attended.
- The PC office continues to be busy with recruitments.
- There will be a Northern SPCA Conference in Walnut Creek in October. It will be a one-day conference for the northern region and Director Barreras will be sending further information and a save the date card.

### B. Commissioner's Report

- No reports were made.

## 7. Next Regular Personnel Commission Meeting

- Wednesday, August 24, 2022 at 4:30 pm  
 Madera Unified School District Office –Virtually through Zoom  
 1902 Howard Road  
 Madera, California 93637

## 8. Suggested Future Agenda Items

- Commissioner Janzen suggested that Director Barreras start reviewing the current PC rules and bring to the Commissioners for updates.

## 9. Adjournment

- Commissioner Janzen adjourned the meeting at 4:56 pm.



Isabel Barreras, Director of Classified HR

Date: August 15, 2022



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

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

**Meeting Date:** August 24, 2022

**Agenda Item:**

Consideration and Approval of the following Eligibility Lists for Open/Competitive & Promotional job opportunities

**Agenda Placement:**

Consent

**Background:**

Eligibility Lists 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. Athletic Trainer – Open/Competitive
2. Behavioral Health Clinician II - Open/ Competitive
3. Behavioral Intervention Technician - Promotional & Open/Competitive
4. Child Nutrition Assistant I - Open/Competitive
5. Communications Technician - Open/Competitive
6. Information Systems Technician - Open/Competitive
7. Student Advocate, 3.5 hours/day - Open/Competitive
8. Student Advocate Spanish Bilingual Required 3.5 hours/day – Open/Competitive
9. Student Advocate, 8 hours/ day- Promotional & Open/Competitive

**Recommendation:**

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





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** August 24, 2022

**Agenda Item:**

Discuss and approve Initial Salary Placement for the position of Piano Accompanist

**Agenda Placement:**

Action

**Background:**

District administration has presented the Personnel Commission with a request for an initial salary placement for the candidate of Piano Accompanist. Personnel Commission staff is requesting approval to place the candidate with an initial salary placement at Range 32, Step 7 (\$30.04 hourly) of the regular classified salary schedule.

The candidate has nine years of work experience in leading choir rehearsal at school districts, teaching piano and running recitals, which far exceed the minimum requirements of three years for this position. The candidate also holds a Master's degree in Music Performance which exceeds the High School Diploma or Equivalency for this position.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; PC Rule 8.2.1.2: for beyond the educational requirements established for entry level into the class, and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the class.

**Recommendation:**

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Piano Accompanist at Range 32, Step 7 (\$30.04 hourly) of the regular classified salary schedule.

No attachments.





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** August 24, 2022

**Agenda Item:**

Discuss and approve the new job description and salary survey recommendation for Supervisor - Payroll

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job description with a proposed title of Supervisor-Payroll. This position is under the general direction of the Chief Financial Officer, the Supervisor of Payroll plans, organizes, supervises assigned staff and participates in the efficient and timely preparation of the District payroll to provide timely delivery of high quality services; ensure maintenance and accuracy of comprehensive payroll records; provide clear expectations of assigned staff. Operates as the subject matter expert and escalation point to resolve issues and continuously look for improvements in the operational processes and designs and implements those initiatives. The incumbent will provides leadership and guidance by training, coordinating, reviewing and assisting the evaluation of staff and maintain a high level of customer service for the department. This classification will also help to create a career ladder pathway for this department.

**Salary Survey**

A salary survey, attached, was conducted by using the following school districts as an external market for comparison: Central USD, Clovis USD, Elk Grove USD, Fresno USD, Hayward USD, Merced City SD, Sanger USD, Stockton USD, Twin Rivers USD and Visalia USD. Ten districts were used but in total, only seven districts were considered for a reasonable match. Therefore, the recommendation of Range 10 of the Classified Supervisory Salary Schedule is being recommended to maintain the internal alignment with other classes.

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.

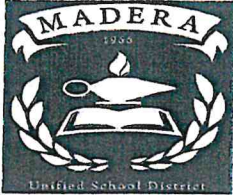
**Recommendation:**

It is recommended that the Personnel Commission approve the new job description of Supervisor - Payroll and salary recommendation as listed on the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Supervisor - Payroll	New	SR 10 (\$77,360 – \$98,700) on the 2022/2023 Classified Supervisory Salary Schedule

Attachments:

Job Class Description: Supervisor – Payroll and Salary Comparison Survey



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

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

**PROPOSE TITLE: SUPERVISOR - PAYROLL**

**DEPARTMENT/SITE:** Business Department

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** TBD

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Chief Financial Officer

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Chief Financial Officer, the Supervisor of Payroll plans, organizes, supervises assigned staff and participates in the efficient and timely preparation of the District payroll to provide timely delivery of high-quality services; ensure maintenance and accuracy of comprehensive payroll records; provide clear expectations of assigned staff. Operates as the subject matter expert and escalation point to resolve issues and continuously look for improvements in the operational processes and designs and implements those initiatives. The incumbent will provides leadership and guidance by training, coordinating, reviewing and assisting the evaluation of staff and maintain a high level of customer service for the department.

**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 auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Ensures all timelines are met to provide accurate and timely delivery of high-quality services to all sites, departments, and all employees within the District.
- Ensures all payroll facilities, equipment work as expected.
- Ensures compliance with a variety of laws, regulations, established procedures and District policies concerning payroll processing and compensation.
- Ensures maintenance and accuracy of District payroll records; monitors maintenance of mailing lists, files and records.
- Ensures team members acquire necessary skills and performance attributes, in line with business development needs.
- Evaluates the District automated payroll system; troubleshoot and resolve data discrepancies, incorrect coding and equipment malfunctions.
- Interprets day-to-day business objectives and preparation/execution of operational practices.
- Maintains a variety of payroll information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates and attends staff and District meetings as required; conduct payroll staff meetings; interprets directives and communicates to payroll staff.
- Plans, organizes, supervises and participates in the efficient and timely preparation of District payroll; establish priorities and direct staff to ensure timely and efficient payroll completion.
- Provides accurate information and timely assistance for the preparation of a variety of payroll related



- reports; prepares annual payroll reports.
- Process and records specialized payroll transactions and related services; process paperwork on retired and terminated employees.
- Provides clear training, direction, supervision, and evaluates all assigned staff.
- Provides technical expertise and respond to questions or complaints from employees regarding interpretation of laws, bargaining agreements, rules, and regulations governing District payrolls.
- Provides excellent customer service and communicates with District personnel to obtain and provide information, resolve discrepancies and correct errors in a timely manner.
- Reconciles payroll account balances for the purpose of maintaining accurate account balances and complying with established payroll practices.
- 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:**

- Effective research-based strategies, theories, techniques, and methods of instruction, public Current policies and procedures involved in preparation, verification, maintenance and processing of District payrolls
- Principles of accounting, bookkeeping and financial record-keeping District and County payroll procedures
- Applicable sections of State Education Code and other applicable laws Financial and statistical record-keeping techniques
- Principles and practices of supervision, training and providing work direction Technical aspects of field of specialty
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies, contract bargaining agreements, objectives and goals

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

- Plan, organize and direct the work activities and special projects of an assigned Payroll area(s) Interpret, apply, and explain laws, procedures and regulations pertaining to payroll procedures and policies
- Maintain accurate and interrelated financial, payroll and related records Add, subtract, multiply and divide quickly and accurately
- Work confidentially and independently with little direction and many interruptions
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Analyze situations accurately and adopt an effective course of action Plan and organize work to meet schedules and timelines
- Train, supervise, evaluate, provide clear expectations and regularly support professional growth
- Communicate, understand and follow both oral and written directions effectively Operate computer and other office equipment
- Learn new or updated computer systems/programs or skills to apply to current work
- Communicate, understand, and follow both oral and written directions effectively
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Assist in sustaining and monitoring the financial viability of the district actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations

## **RESPONSIBILITY:**

Includes working under general direction using advanced techniques and routines; managing projects and programs, supervising, leading, guiding, and/or coordinating assigned staff. Utilization of 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:**

An Associate Arts Degree from an accredited college or university with a major in business administration, accounting, bookkeeping or a closely related field.

**OR**

High School Diploma or equivalent **and** completion of the Payroll Essentials Professional Training or other Payroll Professional Training through the California Association of School Business Officials (CASBO).

**EXPERIENCE REQUIRED:**

Five (05) years of increasingly responsible experience with complex payroll /accounting and including supervision and training of others is required. School district experience is preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle among District sites and to attend conferences, seminars, workshops, and other trainings away from the District.

**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 requires sitting for extended periods
- Occasional contact with dissatisfied individuals
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the District for meetings, training sessions, and assisting staff at school sites



# **Madera USD - Supervisor-Payroll** **Salary Comparison Survey**

DISTRICT (Grades) Enrollment	JOB CLASS TITLE	EDUCATION	EXPERIENCE	SR (Salary Range) Step 1 (annual)	Mid- range step	SR (Salary Range) Max (annual)
<b>Madera USD</b>	Supervisor - Payroll	AA degree in business admin, accounting or related field.	Five years of complex payroll/ accounting experience including supervision (school experience preferred).	<b>Suggest:</b> SR 10, \$77,360	<b>Suggests</b> 10	<b>Suggest:</b> SR 10 , \$98,700
Central USD	No match					
Clovis USD (K-12) 43,654	Payroll Manager	Bachelor's degree in accounting or related.	Four years accounting including two in payroll, one year supervision preferable.	Range 9 \$99,248	\$109,842	\$120,436 9 steps
Elk Grove USD (K-12) 64,000	Supervisor – Payroll/Benefits	Two years of college-level course work in accounting, business, statistics or closely related field.	Four years of progressively responsible experience in complex payroll, benefits administration, personnel transactions and statistical and analytical reporting.	Range 265 \$69,536	\$80,257	\$90,977 7 steps
Fresno USD (K-12) 73,381	Supervisor - Payroll	Bachelor's degree or equivalent.	Four years' experience in payroll including experience with automated payroll systems.	Range E17 \$69,200	\$76,629	\$84,058 5 steps
Hayward USD	Payroll Supervisor	Associate's degree in accounting.	Five years of payroll experience.	Range 23 \$101,868	\$107,130	\$112,392 5 steps
Merced City SD (K-8) 11,079	No match					
Sanger USD (K-12) 11,360	Payroll Supervisor	Bachelor's degree in accounting.	Two years of progressively responsible Experience in payroll and benefit accounting and program administration OR may require an Associate's degree and 6 years of experience.	Range 122 \$68,980	\$67,122	\$75,264 6 steps
Stockton USD (K-12) 41,679	Payroll Operations Manager	None listed.	Five years of payroll/accounting experience in a large organization and two years of supervisory experience.	Range 02 \$102,602	\$113,758	\$124,914 5 steps
Twin Rivers USD (K-12) 25,000	Supervisor – Payroll and Benefits	Associate Arts Degree in business or related field.	Four years of payroll/benefits and/or accounting experience, including the supervision, and training of others.	Range 79 \$73,729	\$82,607	\$91,484 7 steps



