

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 by 3:00 pm on Tuesday, November 15, 2022.

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

**AGENDA
Regular Meeting
Wednesday, November 16, 2022**

4:30 PM Public Meeting

Join Zoom Meeting
<https://maderausd.zoom.us/j/82393870499>
Meeting ID: 823 9387 0499
One tap mobile
+16699009128, 82393870499 # US

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 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 **Reactions** 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. Speakers will be addressing the Commission in the order this feature is used.
 4. 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, October 19, 2022, Regular Meeting

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

1. Behavioral Intervention Technician - Open/Competitive & Promotional
2. CALPADS Data Technician - Open/Competitive
3. Communications Analyst - Open/Competitive
4. Grounds Person II – Open/Competitive & Promotional
5. Information Systems Specialist II - Open/Competitive & Promotional
6. Research & Systems Improvement Analyst - Open/Competitive
7. Supervisor - Payroll - Open/Competitive

5. New Business

- A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in December 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic
- B. Discuss and approve Initial Salary Placement for the position of Communications Analyst
- C. Discuss and approve Initial Salary Placement for the position of Research and Systems Improvement Analyst
- D. Discuss and approve the revised job classification with a proposed change in title to Assessment Specialist
- E. Discuss and approve the revised job classification description for Athletic Trainer
- F. Discuss and approve the revised job classification description for Special Services Technician
- G. Discuss and approve the revised job classification description for Warehouse Person/Driver

6. Informational and Reports

- A. Presentation of the Classified 1st Quarterly Employee Awards to Silvia Joaquin – Martin Luther King Middle School
- B. Director's Report
- C. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Wednesday, December 14, 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: November 16, 2022

Agenda Item:

Consideration and approval of the Minutes from October 19, 2022 Regular Meeting

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of October 19, 2022.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from October 19, 2022.

Attachments: October 19, 2022 Regular Meeting Minutes

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, October 19, 2022 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 Wednesday, October 19, 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

Joseph Aiello, Assistant Superintendent of HR, Joseph Aiello
Cheri Giddens, CSEA President
Jan Brannen, Consultant, Eric Hall and Associates
Ross Hessler, Consultant, Eric Hall and Associates
Rick Labib – Wood, Consultant, Eric Hall and Associates
Angela Bishop, Consultant, Erica Hall and Associates
Others were in attendance

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.
- Director Barreras led the flag salute.

2. Adoption of Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the adoption of the agenda. MOTION NO.18 -2022/23.
Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None
Absent: None
Abstained: None

3. Communications

- No comments were made.

4. Consent Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 19-2022/23.
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 November 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to continue to hold the Personnel Commission's Board public meeting via teleconferencing in October 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic. MOTION NO. 20-2022/23

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

B. Discuss and approve the Initial Salary Placement for the position of Human Resource Officer

- Director Barreras presented the District's request for the new Human Resource Officer to be placed at Range 29, Step 6 of the Classified Management Salary Schedule. The candidate holds a Master's degree in Public Administration, is also trained in Title IX investigations, and has been working as a School Administrator for over 10 years.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary step placement for the Human Resource Officer at Range 29, Step 6 of the Classified Management Salary Schedule. MOTION NO. 21-2022/23, DOCUMENT NO. 09-2022/23

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

C. Discuss and approve the findings and recommendations of the first three phases of the Classification and Compensation review study project

- Director Barreras introduced Jan Brennen, Consultant for Eric Hall and Associates, who presented an overview of the findings and recommendations reports for the first three phases of the Classification study.
- Ms. Brennen and her team reviewed the sections of the Phase 1 Report and explained the different sections of the reports and where to find information. The reports were completed after a lengthy process of job analyses, which consisted of reviewing all of Madera Unified's classified job descriptions in three phases. Employee Questionnaires and Virtual interviews were conducted with employees and supervisors. Job descriptions were drafts and prepared by Eric Hall and Associates based on employee and supervisor input. The Steering Committee has vetted and reviewed the final drafts, which are being brought before the Commission tonight.
- The team also discussed Phase 4 of the study that will be completed in December of 2022. Phase 4 include a wage survey of all classified positions. A salary survey will be conducted with comparable positions in the external market. The

team will calculate the market median for each position and analyze market pay relationships. A report will be prepared for the Personnel Commission to include a recommendation of salary adjustments based on the market data and will include the wage survey data.

- Commissioner Hernandez questioned how continuity in the job descriptions would be maintained moving forward after the Classification Study.
- Rick Labib-Wood, Consultant, suggested that it would be helpful if the performance evaluations that are conducted based on the duties assigned to the job classifications. This way the duties would be reviewed every year during the performance evaluation and if changes are needed, they could be communicated by checking a box on the performance evaluation.
- Cheri Giddens, CSEA President, stated that evaluation process for Classified Staff needs to be improved and she hopes to work with Assistant Superintendent Aiello to improve this.
- Commissioner Wheat stated she was proud of the District employees in participating and completing this enormous task of a Classification Study.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the findings and recommendations of the first three phases of the Classification and Compensation review study project. MOTION NO. 22-2022/23, DOCUMENT NO. 10-2022/23

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

D. Presentation and Approval of the 2021 -2022 Personnel Commission Annual Report

- Director Barreras presented the 2021-2022 Personnel Commissioner Annual Report
- Commissioner Janzen stated the report was a very nice summary of the past year.
- Commissioner Hernandez stated that he applauds the PC staff for all their hard work. He suggested that next year's report include information about the Director's role in the California State Personnel Commission Association and how Madera Unified is represented.
- Commissioner Wheat stated she was very pleased with the report and it was very well done.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve 2021- 2022 Personnel Commission Annual Report. MOTION NO. 23-2022/23, DOCUMENT NO. 11-2022/23

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

6. Information and Reports

A. Director's Report

- Director Barreras reported the Northern SPCA Conference took place on October 3, 2022. Mary Siegl, Alejandra Venegas-Chaves, Commissioner Hernandez and

Commissioner Wheat attended. Director Barreras was a co-presenter at one of the conference's workshops. The conference was well attended.

- Director Barreras received 24 Classified School Employee Teacher Grant applications that are now being reviewed at Fresno State. These participants if accepted will start in the spring semester.
- Director Barreras reported that the PC Office continues to be busy with recruitments.
- Director Barreras reported that the 2023 Annual CSPCA Conference would be held from January 22-24 in Long Beach, CA. Please save the dates.
- The PC office will be attending a career job fair at Crescent View South II Charter HS, on October 31 from 3-5 pm.
- The Classified conference committee will hold its first meeting next Thursday, October 27 to start the planning for the 2023 classified conference.

B. Commissioner's Report

- Commissioner Wheat thanked the Commission for allowing the Staff and Commissioners to attend the Northern SPCA conference
- Commissioner Hernandez commended that the conference was very well done and he learned valuable information.

7. Next Regular Personnel Commission Meeting

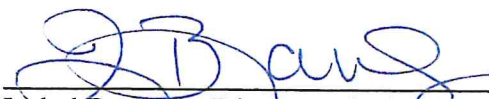
- Wednesday, November 17, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

- No suggestions were made.

9. Adjournment rules

- Commissioner Janzen adjourned the meeting at 5:34 pm.


Isabel Barreras, Director of Classified HR

Date: October 21, 2022



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 16, 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. Behavioral Intervention Technician - Open/Competitive & Promotional
2. CALPADS Data Technician - Open/Competitive
3. Communications Analyst - Open/Competitive
4. Grounds Person II – Open/Competitive & Promotional
5. Information Systems Specialist II - Open/Competitive & Promotional
6. Research & Systems Improvement Analyst - Open/Competitive
7. Supervisor - Payroll - 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: November 16, 2022

Agenda Item:

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

Agenda Placement:

Action

Background:

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the COVID-19 pandemic. This declaration remains active.

On March 17, 2020, the governor issued Executive Order N-29-20, which authorized the holding of public meetings via teleconferencing during the pandemic and suspended requirements of the Bagley-Keen Act and the Brown Act that members of a legislative body and the public be present in person.

Since April 16, 2020, public meetings of the Personnel Commission Board have been held via online video conferencing due to pandemic health concerns.

On June 11, 2021, the governor issued Executive Order N-08-21, which set an ending of September 30, 2021, to the public meeting rules in Executive Order N-29-20.

On September 16, 2021, the governor signed Assembly Bill (AB) 361 (2021-2022), which enables teleconferencing for public meetings during a proclaimed state of emergency under certain conditions. AB 361 will sunset on January 1, 2024.

The state and county departments of Public Health publicly report local COVID-19 data and only 54.56% of all eligible Madera County resident have been fully vaccinated for COVID-19 (as of November 4). Holding public in-person meetings in October could thus pose a potential health risk to the public.

Back on September 14, 2022, the California Department of Public Health (CDPH) announced that it is ending the COVID-19 policies that required weekly COVID-19 testing for unvaccinated and under-vaccinated workers in high-risk workplaces and schools. The August 11, 2021 State Public Health Officer Order concerning Vaccine Verification for Workers in Schools will be rescinded effective September 17, 2022. Madera Unified is no longer requiring unvaccinated employees to complete weekly testing.

At this time the MUSD Board of Trustees will continue to hold their public meetings via teleconferencing in December 2022. The Personnel Commission will continue to review this decision and make findings every 30 days to be in line with the MUSD Board of Trustees meetings.

Recommendation:

The Personnel Commission discuss and consider holding their Personnel Commission's Board public meeting via teleconferencing for the month December 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: November 16, 2022

Agenda Item:

Discuss and approve Initial Salary Placement for the position of Communications Analyst

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with a request for an initial salary placement for the candidate of Communications Analyst. The Personnel Commission staff is requesting approval to place the candidate with an initial salary placement at Range 50, Step 4 (\$78,300 yearly) of the classified salary schedule.

The candidate comes to MUSD with over 8 years of experience in Broadcast Media and Communications and currently serves as a Public Information Officer for UC Merced, this experience far exceeds the minimum qualifications of 4 years as required experience.

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.

Recommendation:

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Communications Analyst at Range 50, Step 4 (\$78,300 yearly) of the classified salary schedule.

Attachment: None



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: November 16, 2022

Agenda Item:

Discuss and approve Initial Salary Placement for the position of Research and Systems Improvement Analyst

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with a request for an initial salary placement for the candidate of Research and Systems Improvement Analyst. The Personnel Commission staff is requesting approval to place the candidate with an initial salary placement at Range 65, Step 4 (\$103,878 yearly) of the classified salary schedule. The Research and Systems Improvement Analyst position is a very unique and difficult to fill.

The candidate comes to MUSD with over 7 years of experience which far exceeds the minimum qualifications of 4 years as required experience, 6 of those years are in the educational field. Additionally, the candidate has a Master's Degree in Data Analytics that far exceeds the minimum qualifications of a Bachelor's degree in Business, Statistics, Mathematics, Analytics, Information Technology. The candidate currently serves as the Database Administrator at Fresno Unified.

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 Research and Systems Improvement Analyst at Range 65, Step 4 (\$103,878 yearly) of the classified salary schedule.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 16, 2022

Agenda Item:

Discuss and approve the revised job classification with a proposed change in title to Assessment Specialist

Agenda Placement:

Action

Background:

District Administration has brought forward the request to revise the job description for Curriculum and Assessment Technician with a proposed new title to Assessment Specialist. This job description was reviewed in Phase 1 of the study and since then some changes have occurred. There is now a new Director and the job description was reviewed once again and additional changes were requested to be made. The additional language added is highlighted in blue under the sections of Purpose Statement, Essential Functions, Duties and Tasks, and Experience Required. These additions will now bring the job description up to date.

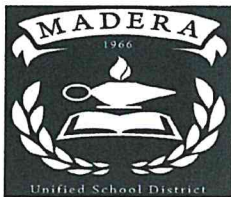
This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the proposed title Assessment Specialist and revisions to the job classification.

Attachments:

Job Classification Description: Assessment Specialist



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

CURRENT TITLE: CURRICULUM & ASSESSMENT
PROPOSED REVISED TITLE: ASSESSMENT SPECIALIST

DEPARTMENT/SITE: Assessment, Accountability & School Improvement	SALARY SCHEDULE: Classified Salary Schedule SALARY RANGE: 35 WORK YEAR: 261 Days
REPORTS TO: Director of Assessment, Accountability & School Improvement	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the [Director of Assessment, Accountability & School Improvement](#), the [Assessment Specialist](#) assists with the student testing and evaluation program and related activities; coordinates data needs for the [Assessment, Accountability & School Improvement](#) department; and implements services within established guidelines and standards. The incumbents in this classification provide the school community with assessment accountability services which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform functions supporting the District's student testing and assessment programs. This is a stand-alone classification in support of assessment activities in the [Assessment, Accountability & School Improvement](#) 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 with the organization, [support](#), and facilitation of State/District assessment programs including planning, coordinating, and supporting assessment activities to deliver assessment services in compliance with established guidelines.
- Assists in the preparation of local and state data files and reports related to State/District assessment programs.
- Assists with maintaining and monitoring budgets for assessment and accountability programs.
- Assists with developing schedules and monitoring short-term test administrators for fall and spring assessment activities.
- Attends department, in-service meetings, workshops and/or seminars as assigned in order to convey and/or gather information required to perform job functions.
- Communicates with administrators, school staff, vendors, and others regarding clarification of assessment procedures, test items, and test scores.
- Coordinates and assists with training of test administrators and school site coordinators in support of State/District assessments.
- Distributes secured testing materials to all school sites; provides technical assistance to school and the

District in the areas of standards and assessments.

- Maintains a variety of confidential and non-confidential manual and electronic files and records (e.g., assessments, student data imports and teacher/administrator accounts in various contracted academic data websites) for providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors and maintains test security procedures (e.g., log-ins, user names, passwords and password resets) for State and District Assessment Programs for the purpose of ensuring assessment services are following established guidelines.
- Orders supplies (e.g., testing materials, testing manuals, department provisions) to ensure adequate supplies and availability and to provide timely delivery of high-quality services to school sites.
- Oversees the recruitment and selection of short-term test administrators for fall and spring assessment activities; assists with interviews; contacts references; assists Test Administrators through the hiring process and the processing of timesheets.
- Performs secretarial duties (e.g., scheduling, copying) in support of department functions.
- Prepares a variety of materials (e.g., testing materials, training materials, etc.) in support of District and site initiatives, which includes the production, distribution, collection, and processing of materials.
- Responds to inquiries to provide information, assistance and/or direction regarding the State/District assessment programs.
- 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:

- Modern office practices, procedures and equipment
- Basic math, including calculations using fractions, percentages, and/or ratios
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Pertinent codes, policies, regulations and/or laws
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Plan and manage complex and responsible projects
- Maintain confidentiality of Student Services files and records
- Understand complex, multi-step written and oral instructions
- Operate standard office equipment including utilizing pertinent software applications
- Solve problems to identify issues and create action plans
- Display exemplary planning, prioritization and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English
- Understand and follow written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

- May require Spanish bilingual skills

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; 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 impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

~~Two~~ Four (04) years of experience in ~~clerical~~ which includes supporting educational software. Experience working at a school site and testing programs preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

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)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 16, 2022

Agenda Item:

Discuss and approve the revised job classification description for Athletic Trainer

Agenda Placement:

Action

Background:

District Administration has brought forward the request to revise the Athletic Trainer job description. The minor revisions are highlighted in blue under the sections of Education, Certifications and Testing Required. These revisions will now bring the job description up to date for future recruitments and will allow for 6 months from date of employment to obtain their Athletic Trainer Certification.

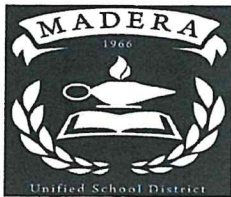
This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the proposed revisions to the existing job classification description of Athletic Trainer.

Attachments:

Job Classification Description: Athletic Trainer



CLASSIFIED
Job Class Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED

ATHLETIC TRAINER

DEPARTMENT/SITE: District Department or
School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 44

WORK CALENDAR: 261 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. This class differs from the Licensed Vocational Nurse class that assists in the implementation of the district's school health program, providing service to students and staff.

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 Covid-19 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/student’s 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 in athletic training, health, physical education kinesiology or related field from an accredited college or university. Master's Degree is 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 (or obtain within 6 months of employment, failure to do could result in release)
- Current CPR certification
- Certified American Red Cross (CPR/First Aid) Instructor preferred

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 16, 2022

Agenda Item:

Discuss and approve the revised job classification description for Special Services Technician

Agenda Placement:

Action

Background:

District Administration has brought forward the request to revise the Special Services Technician job description. This job description was reviewed in Phase 2 of the study and since then some changes have occurred. In furthering reviewing the Special Services Department's needs, it was agreed to add a new job classification of Special Services Specialist which will be at a higher level hence creating a career ladder within this class series. The revisions are highlighted in blue for additions and in red for strike out language under the sections of Distinguishing Characteristics, Essential Functions, Duties and Tasks and Experience Required. These revisions will now bring the job description up to date for the current incumbents and for future recruitments.

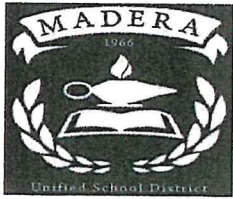
This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the proposed revisions to the existing job classification description of Special Services Technician.

Attachments:

Job Classification Description: Special Services Technician



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

SPECIAL SERVICES TECHNICIAN

DEPARTMENT/SITE: Special Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 33

WORK CALENDAR: 261 Days

REPORTS TO: Director of Special Services

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Special Services, the Special Services Technician I plan, coordinates and performs activities related to the support and operation of the Special Education Programs. Specific responsibilities include knowledge of requirements under federal, State, and local mandates and guidelines for managing and updating data needs for the Special Services department to ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEP), 504 Plans, and other related legal documents as required by the various agencies. The incumbents in this classification provide the school community with administrative/ technical duties, in support of the Special Services Department, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class plans, coordinates and performs activities related to the support and operation of the Special Education Programs, specifically the assisting of maintaining Special Education Information System (SEIS). This is the entry level stand-alone classification of Special Services Specialist in support of the Special Services 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 in assigning Assigns caseloads and adding adds student records (e.g., new students or students referred for testing); monitors access to student records; monitors and verifies completed IEP annual and triennial dates; monitors 504 Plans; monitors proper student identification in Aeries.
- Assists the department with the facilitation of State/District special education programs to deliver special education services within the required and established guidelines.
- ~~Assists with the hiring and maintenance of substitute lists for Paraprofessionals in the Special Services department; assists with recruiting, arranging panel interviews, and selection of Paraprofessionals for Special Services.~~
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains a variety of confidential and non-confidential manuals, electronic files, maintains District and school site student file records, assessments, Special Education Information System (SEIS) reports, 504 Plans, State/federal compliance documents, student data imports and teacher/administrator accounts in various contracted academic data websites, to provide up-to-date information and/or historical references in accordance with established guidelines and legal requirements; maintains contact with Special

Education Local Plan Area (SELPA) and CALPADS representatives to ensure accuracy of reporting.

- Manages the development and implementation of assigned project plans to include timelines, responsible parties, communications and key performance indicators.
- ~~Orders and inventories supplies for Speech and Language Pathologists and School Psychologists.~~
- Assist in overseeing the Oversees maintenance of the Department's Special Education Information System; coordinates related improvement activities within the Office of Special Services and with other departments within the district; submits reports to the California Department of Education upon request; provides data support to other District departments and SELPA as needed.
- Participates in district mandated trainings and retraining programs.
- Performs a variety of technical duties (e.g., running queries, finding and correcting errors) in the management of student information database and student records for the District program; manages the accuracy of the database to compile and develop statistical reports as requested; maintains confidentiality of student information.
- Processing of incoming and outgoing student records request for students with disabilities.
- Provides data support to the Special Services Department to ensure required legal documents are maintained and updated in a timely manner and in compliance with legal mandates; verifies completed IEP's and 504 Plans to ensure accuracy with regards to District, State and federal guidelines.
- Provides reports and other documents as needed for school personnel, including program entry and exit reports; prepares reports for outside agencies including for CALPADS; inputs coded information according to site and outside academic agency standards; assures accuracy of data and efficiency of report preparation.
- Assists in revising Revises and updates-updating standard operating procedures (SOP) and policies for the Special Education Department, inspection of reports, data sources, but not limited to the Special Education Information System (SEIS) and the Districtwide student database (Aeries).
- Sets up transportation for student enrollment within and outside of the SELPA.
- Supports student data collection specifically required for CALPADS, SEIS and Aeries; designs custom reports and queries for Special Education Local Plan Area (SELPA) to target specific management issues/concerns and ensures all issues are resolved promptly.
- 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:

- Modern office practices, procedures and equipment
- Current policies, codes, laws, regulations and procedures
- Use of computer, job-related Special Education software applications, including Google Office Suite and virtual meeting platforms
- Federal laws regarding Special Education and Section 504 of the Rehabilitation Act
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment utilizing pertinent software applications
- Prepare and maintain accurate records

- Plan and manage complex and responsible projects
- Accurately take and transcribe notes and/meeting minutes/recollections
- Planning and managing projects; problem solving, logical thinking
- Maintains confidentiality of Special Services files and records
- Display exemplary planning, prioritization and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities
- Understands and follows written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect 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 equivalency.

EXPERIENCE REQUIRED:

Two (2) years of **progressive** clerical experience working with data systems applications, and data input consisting of programs **such as: like ~~Special Education Information System (SEIS), California Longitudinal Pupil Achievement Data System (CALPADS),~~** AERIES or other similar software systems. Must be skilled in Microsoft Office & Google Sheets and Docs.

LICENSE(S) REQUIRED:

- None 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)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information

- Visual acuity to see/read documents and computer screen

DRAFT



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 16, 2022

Agenda Item:

Discuss and approve the revised job classification description for Warehouse Person/Driver

Agenda Placement:

Action

Background:

District Administration has brought forward the request to revise the Warehouse Person/Driver job description. The minor revisions are highlighted in blue under the sections of Essential Functions, Duties and Tasks, Certifications and Testing Required, and Work Environment/Physical Demands. These revisions will now bring the job description up to date for future recruitments by distinguishing some functions that are specifically designated to the Central or CN warehouse employees.

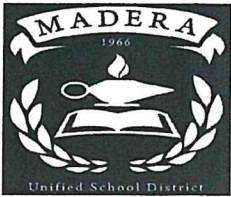
This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the proposed revisions to the existing job classification description of Warehouse Person/Driver.

Attachments:

Job Classification Description: Warehouse Person/Driver



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

WAREHOUSE PERSON/DRIVER

DEPARTMENT/SITE: Warehouse/ Central or
Child Nutrition

REPORTS TO: Assigned Director/Warehouse
Supervisor

SALARY SCHEDULE: Classified Salary Schedule

SALARY RANGE: 25

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of an assigned Director, and supervision of a Warehouse Supervisor, the Warehouse Person/Driver participates in a variety of warehouse operations; receives, inspects, verifies, and stores a variety of food items, equipment, supplies, and other materials ordered by the District; pulls items from inventory to fill requisitions; transports and distributes orders over designated routes; ensures safe operation of vehicles, and loading and unloading orders. The incumbents in this classification provide the school community with the warehousing and distribution of a variety of goods which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

The Warehouse Person/Driver the journey-level class responsible for warehouse operations and day-to-day transport of a variety of items between assigned warehouse(s) and various District locations. This class differs from the Warehouse - Lead which provides work direction and participates in warehouse operations, and from the Warehouse Supervisor which is responsible for organizing and supervising the overall operations of an assigned warehouse(s).

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 in recycling old textbooks and discards books, as directed and in accordance with established District policy (if assigned to [Central Warehouse](#)).
- Barcodes fixed assets to identify materials and equipment.
- Cleans warehouse to maintain a safe and sanitary work area.
- Delivers a variety of items (e.g., food items, mail, boxes, packages, cargo, office supplies, furniture, equipment, textbooks) to distribute items to assigned locations and/or individuals.
- Drives vehicles (e.g., truck, van, forklift) to transport orders and materials to designated sites.
- Exchanges dust mops to keep mop heads clean and sanitary (if assigned to [Central Warehouse](#)).
- Loads and unloads delivery trucks to receive stock and/or fill orders for transport.
- Maintains delivery vehicles (e.g., checking fluid levels, fueling, cleaning) to ensure safe operation of vehicle.

- Maintains manual and electronic documents, files and records (e.g., shipping, receiving, delivery, and return-to-vendor logs, transport records, requisitions, vehicle logs) to document activities and provide reliable resource information.
- Operates a computer and assigned software, including the district's inventory/financial software system to perform various job duties such as shipping and receiving, stock inventory, and vendor and purchase order history.
- Operates a variety specialized warehouse equipment, as necessary; assures proper and routine maintenance and servicing of warehouse vehicles and equipment.
- Participates in physical inventories and cycle counts to verify stock and identifying losses.
- Prepares orders by pulling from stock to fill orders and meet delivery requirements.
- Receives stock and nonstock items and ensures specifications, quantity, and quality of orders are correct.
- Responds to inquiries from staff and vendors, and provides information and/or direction regarding the receiving documents, status of deliveries, etc.
- Restocks warehouse to ensure items availability.
- Transports a variety of items (e.g., mail, monies, food items, supplies, equipment, materials) to receive and/or deliver items as required.
- 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:

- Warehouse operations, practices, procedures, equipment, and terminology
- Proper storage methods, space utilization and inventory techniques
- Proper loading and unloading of trucks
- Traffic laws, defensive driving techniques, and rules of the road
- Operation of a forklift, pallet jack and other warehouse equipment
- Recordkeeping and report preparation techniques
- Oral and written communication skills in English
- Operation of standard office equipment, including a computer and assigned software
- Basic math, including calculations using fractions, percentages, and/or ratios
- Health and safety practices and procedures for warehouse operations, including proper lifting techniques

Skills and Abilities to:

- Perform a variety of warehouse activities involved in receiving, inspecting, verifying, storing, loading/unloading, and distributing various food items, equipment, supplies, and other materials
- Learn designated routes and drive a vehicle to various district locations to pick up and/or deliver and distribute a variety of items
- Operate a forklift, pallet jack, and other warehouse equipment safely and using standardized methods
- Understand and follow oral and written direction
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Operate standard office equipment, including a computer and assigned software with proficiency
- Maintain records and files, and prepare reports with accuracy
- Perform basic math, including calculations using fractions, percentages, and/or ratios
- Read, write, and communicate clearly in English

- Establish and maintain cooperative and effective working relationships with others
- Set priorities, and meet deadlines and schedules
- Adapt to changing work priorities
- Observe health and safety regulations, and legal and defensive driving techniques
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

RESPONSIBILITY:

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

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Six (06) months of varied warehouse duties in a high-volume distribution center environment involving receiving, order fulfillment and distribution.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a vehicle to various district sites to transport and distribute goods, equipment, and materials.

CERTIFICATIONS AND TESTING REQUIRED:

- Forklift Operator Certificate (must obtain within 6 months of employment)
- Possession of, or ability and qualifications to obtain Food Safety Certification within 6 months appointment, and failure to do so could result in release (if assigned to CN Warehouse)
- 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)
 - Pre-employment physical exam (D) through District's provider at District's expense
 - Enrollment in the Department of Motor Vehicles employer Pull Notice Program and submission of a current DMV driving record printout within 6 months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of warehouse equipment and regular exposure to hazardous materials, fumes, dirt, dust, and odors
- Drive a vehicle to conduct work
- Visual acuity to see to drive, view a computer screen and read a variety of materials
- Significant dexterity of hands and fingers to operate a computer and variety of warehouse equipment, and manipulate objects

- Hearing and speaking to exchange information
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally
- Bending at the waist, kneeling, crouching, and crawling
- Climbing, balancing, and working at heights
- Heavy physical labor
- Some assignments may require working in sub-zero freezers (if assigned to CN Warehouse)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 16, 2022

Agenda Item:

Presentation of the Classified 1st Quarterly Employee Award to Silvia Joaquin – Martin Luther King Middle School

Agenda Placement:

Informational

Background:

The Personnel Commission will present the Classified 1st Quarterly Employee Award to Silvia Joaquin – Martin Luther King Middle School.

Recommendation:

Presentation of the Classified 1st Quarterly Employee Award.