

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, December 13, 2022.

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

**AGENDA**  
**Regular Meeting**  
**Wednesday, December 14, 2022**

**4:30 PM Public Meeting**

**Join Zoom Meeting**  
<https://maderausd.zoom.us/j/82813731225>

Meeting ID: 828 1373 1225  
One tap mobile [+16694449171](tel:+16694449171),,82813731225# 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. Appointment and Swearing in of District Board Appointee – Phil Janzen**
- 3. Consideration of MUSD Personnel Commission Organization:**
  - 2023 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary
- 4. 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.
- 5. 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.

**6. 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 Wednesday, November 16, 2022, Regular Meeting

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

1. Accounting Technician V-Open/Competitive & Promotional Administrative Assistant V – Promotional
2. Child Nutrition Assistant I - Open/ Competitive
3. Information Systems Specialist I - Open/Competitive & Promotional
4. Senior District Registrar - Promotional
5. Software Developer - Open/Competitive

**7. New Business**

A. Discuss and approve the revised job classification of Executive Administrative Assistant – Confidential

B. Discuss and approve the revised job classification of Executive Administrative Assistant

C. Discuss and approve the new job classification and salary recommendation for Secretary – Department

D. Consideration and Adoption of the 2023 Personnel Commission Regular Meeting Calendar

**8. Information and Reports**

A. Director's Report

B. Commissioner's Report

**9. Next Regular Personnel Commission Meeting**

Thursday, January 19, 2023 at 4:30 pm  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

**11. 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:** December 14, 2022

**Agenda Item:**  
Swearing in of Commissioner Appointment

**Agenda Placement:**  
Procedural

**Background:**

The District's Personnel Commission consists of three commissioners who serve staggered three-year terms. The term of the Commissioner's appointee expired on December 2022.

On December 13, 2022, the Madera Unified School Board of Trustees approved Philip Janzen as the District's appointee.

**Recommendation:**  
It is recommended that Mr. Janzen be sworn in as the District's appointee for another three-year term.



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

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

**Meeting Date:** December 14, 2022

**Agenda Item:**

Consideration of MUSD Personnel Commission Organization: 2023 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary

**Agenda Placement:**

Action

**Background:**

As stated in Personnel Commission Rule 2.1.5, "At its first regularly scheduled meeting in December of each year, the Commission shall establish a rotation for members to serve as Chairperson and Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The rotation for Chairperson shall be a Commissioner whose term is set to expire the following year. The Vice-Chairperson should be the Commissioner whose term will expire one year after that of the Chairperson.

The Commission at this same meeting shall appoint the Director of Personnel Classified Human Resources as Secretary to the Personnel commission."

**Recommendation:**

It is recommended the following officers be considered and selected to serve for the next year.

1. Chairperson
2. Vice-Chairperson
3. Secretary





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

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

**Meeting Date:** December 14, 2022

**Agenda Item:**

Consideration and approval of the Minutes from November 16, 2022 Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting of November 16, 2022.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from November 16, 2022.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, November 16, 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, November 16, 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 Human Resources  
Cheri Giddens, CSEA President  
Noel Jimenez, Principal, Martin Luther King Jr. Middle School  
Silvia Joaquin, Martin Luther King Jr. Middle School

Other visitors were in attendance.

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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 Wheat led the flag salute.

**2. Adoption of Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the agenda. MOTION NO.24 -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 Wheat and seconded by Commissioner Hernandez to approve the Consent Agenda. MOTION NO. 25-2022/23.  
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 December 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 December 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic. MOTION NO. 26-2022/23

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

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

- Director Barreras presented the District's request for a newly hired Communications Analyst be placed at Range 50, Step 4 of the classified salary schedule. The candidate comes to the District with over 8 years of experience in Broadcast Media and Communications and currently serves as the Public Information Officer for UC Merced.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary step placement for the Communication Analyst at Range 50, Step 4 of the classified salary schedule. MOTION NO. 27-2022/23, DOCUMENT NO. 12-2022/23

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

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

- Director Barreras presented the District's request for a newly hired Research and Systems Analyst be placed at Range 65, Step 4 of the classified salary schedule. The candidate comes to the District with over 7 years of experience, which far exceeds the minimum qualifications of 4 years of 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, and Information Technology. The candidate currently serves as the Database Administrator at Fresno Unified.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary step placement for the Research and Systems Improvement Analyst at Range 65, Step 4 of the classified salary schedule. MOTION NO. 28-2022/23, DOCUMENT NO. 13-2022/23

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

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

- Director Barreras presented the revised job description for Curriculum and Assessment Technician with a proposed new title to Assessment Specialist. The job description was reviewed in Phase 1 of the study and since then some changes have occurred. A new Director for the Department requested additional changes.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job description Assessment Specialist. MOTION NO. 29-2022/23, DOCUMENT NO. 14-2022/23

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

**E. Discuss and approve the revised job classification description for Athletic Trainer**

- Director Barreras presented the revised job description for Athletic Trainer. The requested revisions will now bring the job description up to date for future recruitments and will allow applicants 6 months from the date of employment to obtain their Athletic Trainer Certification.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification description for Athletic Trainer. MOTION NO. 30-2022/23, DOCUMENT NO. 15-2022/23

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

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

- Director Barreras presented the revised job description for Special Services Technician. 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 further 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.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the revised job classification description for Special Services Technician. MOTION NO. 31-2022/23, DOCUMENT NO. 16-2022/23

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

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



- Director Barreras presented the revised job description for Warehouse Person/Driver. District Administration has brought forward the request to revise the Warehouse Person/Driver job description. 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 and CN warehouse employees.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the revised job classification description for Warehouse Person/Driver. MOTION NO. 32-2022/23, DOCUMENT NO. 17-2022/23
 

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

## **6. Informational and Reports**

### **A. Presentation of the Classified 1<sup>st</sup> Quarterly Employee Awards to Silvia Joaquin - Martin Luther King Jr Middle School**

- Commissioner Janzen presented the Classified 1st Quarterly Employee Award to Silvia Joaquin, Administrative Assistant III at Martin Luther King Jr. Middle School.
- Director Barreras congratulated Silvia for being a Student Champion.
- Principal, Noel Jimenez, congratulated Silvia for her outstanding service to students, staff and families at Martin Luther King Jr. Middle School.
- Silvia Joaquin thanked the Commissioners for the award.

### **B. Director's Report**

- Director Barreras reported that we have experienced an impact with our Special Services recruitments. We have had a turnover with our part-time special needs and physically impaired paraprofessionals; some of this is due to promotions. In working with the Director of Special Services and CSEA, Director Barreras has flexed the work experience from 1 year to 6 months of working with children or adults. We have seen some new applicants that now meet the work experience.
- Director Barreras reported that she will also be working with Madera Adult School to put together a plan to offer those applicants an opportunity (remedial course) for those who do not possess an AA or 48 units or cannot pass the MSOS Paraprofessional test for certification. This effort will be help us in recruiting for the paraprofessional positions.
- Director Barreras has registered Commissioner Wheat and Hernandez for the 2023 Annual CSPCA Conference, which will be held from January 22-24 in Long Beach, CA.
- At next month's Personnel Commission Meeting, Commissioner Janzen will be sworn in.
- Director Barreras wished everyone a Happy Thanksgiving.

### **C. Commissioner's Report**

- Commissioner Hernandez commented that regarding the recruitments for Special Services, he is very happy to see the PC leadership working in partnership with school and community organizations to provide training for applicants to be more successful.



- Commissioner Wheat wished everyone a wonderful Thanksgiving.

**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**

- No suggestions were made.

**9. Adjournment rules**

- Commissioner Janzen adjourned the meeting at 4:58 pm.

  
\_\_\_\_\_  
Isabel Barreras, Director of Classified HR

Date: November 18, 2022



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

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

**Meeting Date:** December 14, 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. Administrative Assistant V – Promotional
2. Child Nutrition Assistant I - Open/ Competitive
3. Information Systems Specialist I - Open/Competitive & Promotional
4. Senior District Registrar - Promotional
5. Software Developer - 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:** December 14, 2022

**Agenda Item:**

Discuss and approve the revised job classification of Executive Administrative Assistant - Confidential

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to revise the job description for Executive Administrative Assistant and change the status from the classified bargaining unit to Confidential status. Back in November 2019, the job description of Executive Administrative Assistant - Confidential was moved to the classified bargaining unit. However, after further consideration, administration would like to move the Executive Administrative Assistant to the Deputy Superintendent back to a confidential class. This position will be placed back to Range 5 of the Confidential Salary Schedule.

This job description was reviewed in Phase 1 of the study. The minor changes are highlighted both in blue and red under the sections of the Title, Purpose Statement, Distinguishing Characteristics and Essential Functions. These changes will now bring the job description up to date and we will be able to start a new recruitment to fill the vacancy for the Deputy Superintendent's office.

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.

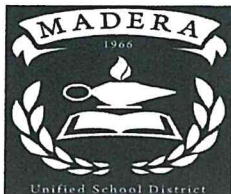
**Recommendation:**

It is recommended that the Personnel Commission approve the job classification of Executive Administrative Assistant - Confidential and salary placement recommendation of Range 5 of the 2022-2023 Confidential Salary Schedule (\$56,564 – 73,665 per year).

**Attachments:**

Job Classification Description: Executive Administrative Assistant - Confidential





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

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

**EXECUTIVE ADMINISTRATIVE ASSISTANT - Confidential**

**DEPARTMENT/SITE:** District Department

**SALARY SCHEDULE:** Classified Confidential

**SALARY RANGE:** 5

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Deputy Superintendent ~~or~~  
Assistant Superintendent of  
Educational Services

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Deputy Superintendent ~~or Assistant Superintendent Educational Services~~, the Executive Administrative Assistant - Confidential provides executive-level administrative support to the educational process with specific responsibilities for providing a wide variety of complex, professional administrative and analytical functions, and assists in the coordination and management of ongoing district-wide initiatives. The incumbents in this classification provide the school community with complex administrative assistant duties, in support of assigned administrator, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are at the executive-level of the Administrative Assistant Series. The Executive Administrative Assistant - Confidential provides executive-level support to the Deputy Superintendent ~~or the Assistant Superintendent Educational Services~~. Incumbents exercise considerable independence of action in routing administrative matters, preparing reports and correspondences, handling complaints from parents and the community and other matters of similar complexities.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

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

- Attends meetings and provides administrative support to a variety of committees and other department meetings; participates in preparation of agenda items; keeps minutes and records of assigned committees in accordance with the Brown Act or other policies; tracks status of action items and validates required deadlines are met; coordinates meetings and events; maintains committee records and disseminates all formal actions including minutes.
- Coordinates and maintains facility requests; monitors and verifies non-working days and vacation for department staff.
- Coordinates conferences, retreats, and meetings for respective department staff and teachers.
- Creates and maintains spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders; reviews travel and conference expense forms; calculates budget usage and fund percentages; tracks multiple funding sources; may participate in grant administration functions including basic grant writing, collecting program data and generating performance reports.



- Drafts and executes consultant agreements and contracts.
- Gathers background materials and documents needed to draft recommendations and reports for committees and the Board of Trustees; researches best practices, prior actions, student data, and financial information for executive reviews.
- Maintains a variety of department calendars; provides information and handles issues that may require sensitivity and use of tact and independent judgment. Prioritizes requests by departments within the District and facilitates the completion of action items and the flow of information; researches requests or complaints and refers matters to the appropriate staff and/or takes or recommends actions to resolve issues.
- Organizes a variety of formal and informal meetings and events including awards ceremonies, tours, receptions, conferences, and fund-raising events.
- Organizes, maintains and updates confidential, specialized, and technical files; creates and maintains electronic and physical filing systems.
- Provides administrative coordination of charter school oversight process; gathers and prepares annual compliance/renewal/new charter submission associated with compliance requirements.
- Provides clerical, administrative and executive-level support to the assigned Deputy ~~or Assistant~~ **Superintendent**; composes and prepares memoranda correspondence, Board newsletter, departmental reports and other documents that are sensitive and confidential nature; drafts Board of Trustee agenda items, documents and reports; proofreads and checks other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports, and documents are accurate and complete.
- Provides lead work guidance and direction to other staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District department and legal/regulatory requirements and standards; provides information, instructions and trainings on work procedures and technical, legal and regulatory requirements.
- Screens and/or independently responds to visitors, phone calls, correspondences, and email inquiries regarding a variety of department matters. Acts as liaison in coordinating calendars and matters between the assigned departments and other departments, staff, students, community members, and external entities.
- 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:**

- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- Modern office practices, procedures and equipment
- Current policies, laws and procedures
- Use of job-related software applications, including virtual meeting platforms
- Preparing and maintaining accurate records
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- General goals of public education

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

- Keyboard accurately at an acceptable rate of speed



- Operate standard office equipment including utilizing pertinent software applications
- Plan and manage complex and responsible projects
- Display strong communications skills
- Display strong organizational skills and writing skills
- Establish and maintain positive working relationships with staff, community, and employee organizations
- Prepare and maintain accurate records
- Display exemplary planning, prioritization and time management skills
- Perform well under pressure for completing time-sensitive priorities
- Demonstrate resourcefulness, ability to solve problems and work independently with a high degree of professionalism, including discretion and attention to confidentiality
- Accurately take and transcribe notes and/ or meeting minutes/ recollections
- Plan, organize and prioritize work in order to meet calendars and timelines
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Communicate with diverse groups maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Read, write and communicate clearly in both English and second language (usually Spanish) may be required
- Independently perform all of the duties of the position and strategically make sound judgements
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions

#### **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 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 equivalent.

#### **EXPERIENCE REQUIRED:**

Six (06) years of increasingly responsible secretarial experience as an Administrative Assistant I, II, III, IV, V, or VI with one year of minimum experience as an Administrative Assistant VI in the Madera Unified School District; **OR** an equivalency of work experience performed from another educational institution or agency in the capacity of Executive Administrative Assistant in the Administrative Assistant series within the Madera Unified School District.

#### **Work Experience Equivalency:**

A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Management Science or Organizational Science or a related field may be substituted for some years of experience.

#### **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:** December 14, 2022

**Agenda Item:**

Discuss and approve the revised job classification of Executive Administrative Assistant

**Agenda Placement:**

Action

**Background:**

The current Executive Administrative Assistant job classification is in need of revisions due to the request to revise the Deputy Superintendent's job description of Executive Administrative Assistant back to confidential status. The job classification has been revised to remove the Deputy Superintendent from the reporting structure language which is highlighted in red throughout the job description. This position will report to the Assistant Superintendent of Educational Services.

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.

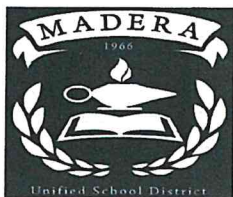
**Recommendation:**

It is recommended that the Personnel Commission approve the revised job classification of Executive Administrative Assistant.

**Attachments:**

Job Classification Description: Executive Administrative Assistant





**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

**EXECUTIVE ADMINISTRATIVE ASSISTANT**

**DEPARTMENT/SITE:** District Department

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 44

**WORK CALENDAR:** 261 Days

**REPORTS TO:** ~~Deputy Superintendent or~~  
Assistant Superintendent of  
Educational Services

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the ~~Deputy Superintendent or~~ Assistant Superintendent - Educational Services, the Executive Administrative Assistant provides executive-level administrative support to the educational process with specific responsibilities for providing a wide variety of complex, professional administrative and analytical functions, and assists in the coordination and management of ongoing district-wide initiatives. The incumbents in this classification provide the school community with complex administrative assistant duties, in support of assigned administrator, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are at the executive-level of the Administrative Assistant Series. The Executive Administrative Assistant provides executive-level support to the ~~Deputy Superintendent or the~~ Assistant Superintendent-Educational Services. Incumbents exercise considerable independence of action in routing administrative matters, preparing reports and correspondences, handling complaints from parents and the community and other matters of similar complexities.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

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

- Attends meetings and provides administrative support to a variety of committees and other department meetings; participates in preparation of agenda items; keeps minutes and records of assigned committees in accordance with the Brown Act or other policies; tracks status of action items and validates required deadlines are met; coordinates meetings and events; maintains committee records and disseminates all formal actions including minutes.
- Coordinates and maintains facility requests; monitors and verifies non-working days and vacation for department staff.
- Coordinates conferences, retreats, and meetings for respective department staff and teachers.
- Creates and maintains spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders; reviews travel and conference expense forms; calculates budget usage and fund percentages; tracks multiple funding sources; may participate in grant administration functions including basic grant writing, collecting program data and generating performance reports.
- Drafts and executes consultant agreements and contracts.

- Gathers background materials and documents needed to draft recommendations and reports for committees and the Board of Trustees; researches best practices, prior actions, student data, and financial information for executive reviews.
- Maintains a variety of department calendars; provides information and handles issues that may require sensitivity and use of tact and independent judgment. Prioritizes requests by departments within the District and facilitates the completion of action items and the flow of information; researches requests or complaints and refers matters to the appropriate staff and/or takes or recommends actions to resolve issues.
- Organizes a variety of formal and informal meetings and events including awards ceremonies, tours, receptions, conferences, and fund-raising events.
- Organizes, maintains and updates confidential, specialized, and technical files; creates and maintains electronic and physical filing systems.
- Provides administrative coordination of charter school oversight process; gathers and prepares annual compliance/renewal/new charter submission associated with compliance requirements.
- Provides clerical, administrative and executive-level support to the ~~assigned Deputy or~~ Assistant Superintendent; composes and prepares memoranda correspondence, Board newsletter, departmental reports and other documents that are sensitive and confidential nature; drafts Board of Trustee agenda items, documents and reports; proofreads and checks other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports, and documents are accurate and complete.
- Provides lead work guidance and direction to other staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District department and legal/regulatory requirements and standards; provides information, instructions and trainings on work procedures and technical, legal and regulatory requirements.
- Screens and/or independently responds to visitors, phone calls, correspondences, and email inquiries regarding a variety of department matters. Acts as liaison in coordinating calendars and matters between the assigned departments and other departments, staff, students, community members, and external entities.
- 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:**

- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- Modern office practices, procedures and equipment
- Current policies, laws and procedures
- Use of job-related software applications, including virtual meeting platforms
- Preparing and maintaining accurate records
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- General goals of public education

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

- Keyboard accurately at an acceptable rate of speed



- Operate standard office equipment including utilizing pertinent software applications
- Plan and manage complex and responsible projects
- Display strong communications skills
- Display strong organizational skills and writing skills
- Establish and maintain positive working relationships with staff, community, and employee organizations
- Prepare and maintain accurate records
- Display exemplary planning, prioritization and time management skills
- Perform well under pressure for completing time-sensitive priorities
- Demonstrate resourcefulness, ability to solve problems and work independently with a high degree of professionalism, including discretion and attention to confidentiality
- Accurately take and transcribe notes and/ or meeting minutes/ recollections
- Plan, organize and prioritize work in order to meet calendars and timelines
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Communicate with diverse groups maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Read, write and communicate clearly in both English and second language (usually Spanish) may be required
- Independently perform all of the duties of the position and strategically make sound judgements
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions

#### **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 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 equivalent.

#### **EXPERIENCE REQUIRED:**

Six (06) years of increasingly responsible secretarial experience as an Administrative Assistant I, II, III, IV, V, or VI with one year of minimum experience as an Administrative Assistant VI in the Madera Unified School District; OR an equivalency of work experience performed from another educational institution or agency in the capacity of Executive Administrative Assistant in the Administrative Assistant series within the Madera Unified School District.

#### **Work Experience Equivalency:**

A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Management Science or Organizational Science or a related field may be substituted for some years of experience.

#### **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:** December 14, 2022

**Agenda Item:**

Discuss and approve the new job classification and salary recommendation for Secretary - Department

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification of Secretary - Department and provide a salary recommendation. This position will be under the general direction of the Assigned Supervisor. The Secretary – Department provides clerical support to the assigned department personnel; communicating information to staff and the public; providing completed and accurate records, information and reports as directed and requested. The incumbents in this classification provide the District department and community with clerical support, which directly supports student learning and achievement.

The PC conducted an internal comparison of the District's position of Secretary which is located at each High School. The job description of Secretary was reviewed and determined to be comparable in terms of scope of responsibility, education, and experience. Therefore, the PC is recommending salary placement at Range 20 of the Classified Salary Schedule.

This information and proposal have been compiled in accordance with 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.

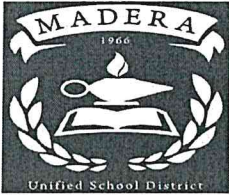
**Recommendation:**

It is recommended that the Personnel Commission approve the proposed job classification with title of Professional Learning Trainer 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>
Secretary - Department <i>(job class description attached)</i>	New	Range 20 (\$38,398 – 50,258) of the current 2022-2023 Classified Salary Schedule <i>(salary survey data attached)</i>

Attachments:

Job Class Description: Secretary - Department



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

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

**PROPOSED NEW CLASSIFICATION: SECRETARY –DEPARTMENT**

**DEPARTMENT/SITE:** Department (various)

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** TBD

**WORK CALENDAR:** 261

**REPORTS TO:** Assigned Supervisor

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Assigned Supervisor, the Secretary – Department provides clerical support to the assigned department personnel; communicating information to staff and the public; providing completed and accurate records, information and reports as directed and requested. The incumbents in this classification provide the District department and community with clerical support, which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class provide general clerical support to a District department. It is the lower-level class of the Secretary classes. This class differs from the Secretary-Attendance class, which also provides general clerical support, but in addition has responsibility for ensuring accurate attendance accounting. The Office Assistant and Office Technician classes also provide clerical support at a lower level at a school or department office.

**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 maintaining of MUSD student information systems for the purpose of inputting data and running reports.
- Assists with maintaining and updating student records.
- Attends department in-service meetings, workshops and/or seminars as assigned
- Compiles and analyzes data information for the purpose of preparing reports.
- Maintains a variety of confidential and non-confidential manual and electronic files, lists and records to provide up to date information and/or historical reference.
- Orders supplies, verifies receipt of items, distributes, and/or stores items.
- Performs clerical functions (e.g., scheduling, copying, faxing, data entry, filing, and answering phones); assist with office equipment maintenance (e.g., printer, fax).
- Prepares and distributes a variety of confidential and non-confidential materials.
- Responds to inquiries from parents, students, and others to provide information, assistance and/or direction.
- 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:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Pertinent codes, policies, regulations and/or laws
- Current office equipment
- Computer usage and related software
- Customer service principles and practices

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

- Present information clearly
- Train and supervise student workers
- Understand complex, multi-step written and oral instructions
- Schedule activities
- Gather, collate, and/or classify data
- Be flexible in working with a wide diversity of individuals in a wide variety of circumstances
- Problem solve by identifying issues and appropriate action
- Meet deadlines and schedules, including setting priorities
- Maintain confidentiality
- Work with frequent interruptions
- Work under minimal supervision
- Communicate clearly in both English and a second language (usually Spanish) maybe required
- Provide quality customer service

## **RESPONSIBILITY:**

Responsibilities include: working under direct supervision using standardized procedures. 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:**

One and half (1.5) years of clerical experience in an office environment.

### **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 performed in an indoor office environment, requiring extensive sitting, and some standing and walking
- Moderate lifting, carrying, pushing, and/or pulling of boxes and files
- Stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and other office equipment, handle files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen

DRAFT



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** December 14, 2022

**Agenda Item:**  
Consideration and Adoption of the 2023 Personnel Commission Regular Meeting Calendar

**Agenda Placement:**  
Action

**Background:**  
The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission meetings are typically held on the 3<sup>rd</sup> Wednesday of the month at 4:30 p.m., in the MUSD Board Room at 1902 Howard Road, Madera, CA. However, dates are subject to change.

**Recommendation:**  
It is recommended that the Personnel Commission adopt the proposed meeting dates for the 2023 Personnel Commission Regular Meeting Calendar.

<b>2023 Proposed Regular Meeting Dates</b>
Thursday, January 19, 2023
Wednesday, February 15, 2023
Wednesday, March 15, 2023
Wednesday, April 26, 2023
Wednesday, May 17, 2023
Wednesday, June 21, 2023
Wednesday, July 19, 2023
Wednesday, August 16, 2023
Wednesday, September 20, 2023
Wednesday, October 18, 2023
Wednesday, November 15, 2023
Wednesday, December 13, 2023

## 2023 Personnel Commission Meeting Calendar

Regular Meetings held on the highlighted dates at 4:30 pm at the Madera Unified District Office. Meeting dates and times are subject to change.

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3					1	2	3	1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30