

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

**AGENDA
Regular Meeting
Wednesday, February 15, 2023**

4:30 PM Public Meeting

**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:

4. Consent Agenda

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

A. Approval of minutes:

1. Approve the minutes from Thursday, January 19, 2023, Regular Meeting

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

1. Accounting Technician IV - Open/Competitive
2. Administrative Assistant IV - Open/Promotional
3. Behavioral Health Clinician I - Open
4. Behavioral Intervention Technician - Open
5. Child Welfare & Attendance Liaison - Open/Promotional
6. Office Assistant - Open/Promotional
7. Senior District Registrar - Open/Promotional

5. New Business

- A. Discuss and approve the revised job classification with a proposed change in title to Administrative Specialist
- B. Discuss and approve the revised job classification with a proposed change in title to Assessment Technician
- C. Discuss and approve the proposed new job class description and salary recommendation for Director of Athletics and Community Activities
- D. Discuss and approve the proposed new job class description and recommended salary recommendation for Human Resource - Benefits Technician
- E. Discuss and approve the revised job classification with a proposed change in title to Senior Human Resource Specialist–Credentials
- F. Discuss and approve the proposed new job classification and salary recommendation for Special Services Specialist

6. Information and Reports

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

7. Next Regular Personnel Commission Meeting

Wednesday, March 15, 2023 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. Adjournment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: February 15, 2023

Agenda Item:

Consideration and approval of the Minutes from January 19, 2023 Regular Meeting

Agenda Placement:

Consent

Background:

Approval of Minutes from the January 19, 2023 Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the January 19, 2023 Regular Meeting.

Attachments: January 19, 2023 Regular Meeting Minutes

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, January 19, 2023 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California, on Thursday, January 19, 2023 at 4:30 p.m.

Roll Call

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

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

Aprille Meza, Human Resources Officer
Cheri Giddens, CSEA President
Vicky Zamora, CSEA Vice President

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

- Commissioner Hernandez 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 Agenda. MOTION NO. 39-2022/23.

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

3. Communications

- No public comments were made.

4. Adoption of Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the agenda. MOTION NO. 40 -2022/23.

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

5. New Business

A. Discuss and approve Initial Salary Placement for the position of Bus Driver

- Director Barreras presented the District's request to place a Bus Driver candidate at step 4 of the salary schedule. The candidate comes to MUSD with over 15 years of bus driving substitute experience with Madera Unified; this experience far exceeds the minimum qualifications as required experience.

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary placement for the position of Bus Driver at Step 4, Range 23 of the Classified Salary Schedule. MOTION NO. 41-2022/23, DOCUMENT NO. 24-2022/23

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

B. Discuss and approve the revised job classification for Paraprofessional – Autism

- Director Barreras presented the District's request to revise the job description for Paraprofessional – Autism.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Paraprofessional - Autism. MOTION NO. 42-2022/23, DOCUMENT NO. 25-2022/23

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

C. Discuss and approve the revised job classification for Paraprofessional – Physically Impaired

- Director Barreras presented the District's request to revise the job description for Paraprofessional – Physically Impaired.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Paraprofessional – Physically Impaired. MOTION NO. 43-2022/23, DOCUMENT NO. 26-2022/23

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

D. Discuss and approve the revised job classification for Paraprofessional – Special Needs

- Director Barreras presented the District's request to revise the job description for Paraprofessional – Special Needs.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Paraprofessional – Special Needs. MOTION NO. 44-2022/23, DOCUMENT NO. 27-2022/23

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

E. Discuss and approve the revised job classification for Paraprofessional – Special Needs - Preschool

- Director Barreras presented the District's request to revise the job description for Paraprofessional – Special Needs Preschool.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Paraprofessional – Special Needs Preschool. MOTION NO. 45-2022/23, DOCUMENT NO. 28-2022/23

Ayes: Commissioners: Hernandez and Wheat

Noes: None
 Absent: Janzen
 Abstained: None

F. Discuss and approve the revised job classification for Buyer

- Director Barreras presented the District's request to revise the job description for Buyer.
- CSEA President, Cheri Giddens, requested that the language on Page 2, bullet 5 - to plan and develop training materials be removed from the job description. This position of Senior Buyer does not perform these duties.
- Director Barreras pointed out this language had been removed on the Senior Buyer and it was overlooked on the Buyer job description.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Buyer, which will include removing the language on Page 2 –bullet 5, “plan and develop training materials”. MOTION NO. 46-2022/23, DOCUMENT NO. 29-2022/23

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

G. Discuss and approve the revised job classification for Senior Buyer

- Director Barreras presented the District's request to revise the job description for Senior Buyer.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Senior Buyer. MOTION NO. 47-2022/23, DOCUMENT NO. 30-2022/23

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

H. Discuss and approve the proposed new job classification and salary survey recommendation for Professional Learning Trainer

- Director Barreras presented the District's request to create a new job description for the position of Professional Learning Trainer. This position will be under the general direction of the Assistant Superintendent of Human Resources.
- A salary survey was conducted using the following school districts for comparison: Central USD, Clovis USD, Fresno USD, Merced UHSD, Modesto City HSD, State Center Community College District, Stockton USD and Visalia USD. The survey recommendation for the position is Classified Range 50 (\$68,653 - \$89,366 per year).
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the new job classification for Professional Learning Trainer and salary recommendation of Classified Range 50 (\$68,653 - \$89,366 per year). MOTION NO. 48-2022/23, DOCUMENT NO. 31-2022/23

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

I. Discuss and approve the proposed new job classification and salary survey recommendation for Supervisor – Safety and Security

- Director Barreras presented the District's request to create a new job class description for the position of Supervisor – Safety and Security.
- A salary survey was conducted using the following school districts for comparison: Central USD, Clovis USD, Fresno USD, Merced UHSD, Modesto City HSD, State

Center Community College District, Stockton USD and Visalia USD. The salary recommendation for this position is Supervisory Range 11 – (\$85,065 - \$108,534 per year).

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the new job classification for Supervisor – Safety and Security and salary recommendation of Supervisory Range 11 - (\$85,065 - \$108,534. per year). MOTION NO. 49-2022/23, DOCUMENT NO. 32-2022/23

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

6. Informational and Reports

A. Update on AB438 Classified Layoff Process

- Director Barreras provided the Commissioners with an update regarding the new process for classified layoffs. On October 8, 2021, Governor Newsom signed Assembly Bill 438, which will require school districts and community college districts to provide classified employees with the same layoff notice and hearing rights as certificated and academic employees have. It also provides that any layoff notices or hearing rights granted to certificated and academic employees in the future would automatically extend to classified employees.
- Districts will now be required to issue permanent classified employees with notice of a layoff no later than March 15. Except when the district eliminated the classified positions because of the expiration of a specially funded or grant, program, it must give the layoff notice at least 60 days prior to the effective date of the layoff. This notice shall notify employees of their layoff date, displacement rights if any, and reemployment rights.

B. Director's Report

- Director Barreras reported that the Personnel Commission office continues to stay busy with filing positions.
- Director Barreras reported that; the Board of Trustees is scheduling their meeting in a hybrid format. The Trustees are present in person but they also have a zoom option available for participants.
- Director Barreras stated that the Classification Study will be completed fairly soon and she would like to schedule a special joint workshop presentation with the PC Board and Board of Trustees. She will work with Mr. Aiello to see if this is something that the Superintendent and the Board of Trustees is interested in having.
- Director Barreras is continuing to work with Madera Adult School in putting together a tutorial class to offer to prepare applicants to pass the MSOS Paraprofessional test for certification. This should be completed in the next few weeks.
- We are looking forward to the job fair with the Madera County Workforce Investment Corporation scheduled for February 2, 2023.
- The Classified Committee is working hard in the planning of the 2023 Classified Conference "Rising to the Challenge". A "Save the Date" email was sent out district-wide last week. So far, the Committee has raised \$4,000 in sponsorship donations.
- This coming weekend we will be attending the 2023 CSPCA Conference in Long Beach.

C. Commissioner's Report

- Commissioner Hernandez and Commissioner Wheat both indicated that they were looking forward to attending the upcoming CSPCA conference this weekend.

7. Next Regular Personnel Commission Meeting

- Thursday, February 15, 2023 at 4:30 pm
Madera Unified School District Office - Boardroom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

- No suggestions were made.

9. Adjournment

- Commissioner Hernandez adjourned the meeting at 5:13 pm.


Isabel Barreras, Director of Classified HR

Date: January 23, 2023



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: February 15, 2023

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. Accounting Technician IV - Open/Competitive
2. Administrative Assistant IV - Open/Promotional
3. Behavioral Health Clinician I - Open
4. Behavioral Intervention Technician - Open
5. Child Welfare & Attendance Liaison - Open/Promotional
6. Office Assistant - Open/Promotional
7. Senior District Registrar - Open/Promotional

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: February 15, 2023

Agenda Item:

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

Agenda Placement:

Action

Background:

District Administration has brought forward the request to revise the job description title for Professional Learning Trainer to Administrative Specialist. The added changes are highlighted in blue under the section of Purpose Statement. The strike out language is highlighted in red. These changes will update the job description so that we can have a successful recruitment process.

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., 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 title of Administrative Specialist.

Attachments:

Job Classification Description: Administrative Specialist



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

~~**PROFESSIONAL LEARNING TRAINER**~~

PROPOSED REVISED TITLE: ADMINISTRATIVE SPECIALIST

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK YEAR: 12 Months (261 Days)

FLSA: Non-Exempt

REPORTS TO: Assistant Superintendent of Human Resources

PURPOSE STATEMENT:

Under the general direction of the Assistant Superintendent of Human Resources, the ~~Professional Learning Trainer~~ **Administrative Specialist** provides classified professional learning for all classified services by developing professional development, hands on training in all areas; assesses training needs district-wide, and organizes and facilitates trainers that are internal and external from the District; creates and implements the Classified Professional Learning Plan with an emphasis on individual employee needs assessments, accountability, data-driven decision making, and delivering high-quality applicable content that is available to classified personnel throughout the District, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This position is responsible for assessing the District's departmental training needs to create professional learning opportunities district-wide for all classified personnel.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

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

- Assists the Classified Professional Development Committee in planning the annual classified staff conference.
- Assists in the evaluation, review and revision of the District Classified Professional Learning Program.
- Assumes responsibility for ongoing development, researching training industry standards and best practices, and embracing new technologies that relate to classified services.
- Collaborates with the Superintendent, administrators, instructional leaders, professional development vendors, and others to make service offerings consistent with District services to refine professional development services.
- Collaborates with district leadership to identify learning needs and gathers information to create and

Administrative Specialist
Previous update: 01/19/23

Page 1 of 4

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

implement training for classified personnel.

- Conducts, plans, and coordinates training orientations session for classified personnel; designs employee-based training and creates teaching manuals which may include online modules.
- Coordinates and oversees hands-on-training programs for all classified staff, including regular classified, confidential, supervisory, and classified management.
- Coordinates with the Human Resources Department to ensure that training modules are developed and kept up to date for classified personnel.
- Develops and implements learning curriculum that is consistent with current trends and best practices; coordinates, administers, and schedules initial and ongoing training for District classified personnel.
- Develops a model for professional learning, data-based decision-making, and modifies professional development or other programs based on needs assessments.
- Develops, produces, and organizes ongoing, sustained, and intensive high-quality professional development in the integration of advanced technologies, including emerging technologies, into all aspects of District work.
- Focuses on continuous improvement to increase quality customer service and assists classified personnel in making seamless transitions within their jobs.
- Identifies areas for personnel cross-training and implements the training needed to support the objective to encourage staff development.
- Maintains accurate records on program development, consulting services, and cost for delivery of professional development, training assessments and other related data.
- Plans, organizes, and develops training programs, and selected special programs; provides creativity, leadership and vision in the development of strategic plans and program development plans for the District's classified personnel training programs; including marketing, recruitment, and engagement strategies; conducts ongoing evaluation of classified professional learning programs and improvement efforts towards achieving program goals and objectives.
- Stays abreast of new trends and changes in the field of education by attending and participating in professional meetings, and by discussing developments and issues of mutual interest with others in the field.
- Surveys classified personnel in the types of training needed to help with their current day-to-day jobs; assesses productivity and identifies inefficiencies for future training needs.
- Travels to various site locations as needed.
- Works with District leaders regarding content, new employee support, professional development, program improvements, accountability, and other areas to ensure that assigned personnel receive sufficient knowledge in all relevant content areas; works with instructional personnel and others to define quality standards in terms of satisfaction, practical results, achievement results, and other identified areas.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- District organization, operations, policies procedures, goals
- Principles, practices, techniques and tools applicable to program
- Effective strategies, theories, techniques, and methods of professional development

Administrative Specialist
Previous update: 01/19/23

Page 2 of 4

MUSD BOARD APPROVED: Month da, Year MOTION NO. ##-####/## DOCUMENT NO. ##-####/##
--

- Planning processes including setting measurable objectives and organizational improvement analysis
- Principles and practices of group facilitation; communicating information to large groups
- Modern office practices, procedures and equipment
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- Effective strategies, theories, techniques, and methods of professional development.
- Use of job-related software applications, including virtual meeting platforms
- Maintaining records and generating reports

Skills and Abilities to:

- Communicates effectively and proactively with subject matter experts, business partners, and District staff
- Demonstrate leadership to all classified personnel by inspiring and motivating others to reach a common goal
- Display strong communications skills, both verbal and written
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement
- Demonstrate resourcefulness, ability to solve problems and work independently and a high degree of professionalism, including discretion and attention to confidentiality
- Coordinate and perform highly complex, advanced-level duties to deliver high quality and high-efficacy services
- Exemplary planning, organizational and time management skills in order to meet schedules and timelines
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Research, analyze, compile, verify and interpret data, and prepare reports
- Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change
- Exercise analytical and independent judgment to analyze situations accurately and adopt an effective course of action
- Compose correspondence and written materials independently
- Work collaboratively and build positive relationships with a diverse group of stakeholders

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and or methods. Utilization of 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:

Associate's Degree in Education, Psychology, Public/Business Administration, Organizational Development, or other related field from an accredited college or university. Bachelor's Degree is preferred.

EXPERIENCE REQUIRED:

Four (4) years of experience in developing staff professional development, coordinating employee-based training in the area of customer service, coordination of multiple training events in an educational setting, and knowledge of learning management systems and web delivery tools; **OR**; an equivalent combination of education and work experience, and certifications that demonstrate possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to various district sites to provide training and to attend training, seminars, and conferences both within and outside the district.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - 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: February 15, 2023

Agenda Item:

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

Agenda Placement:

Action

Background:

District Administration has brought forward the request to revise the job description title for the Curriculum and Assessment Technician with a proposed change of title to Assessment Technician. The added changes are highlighted in blue under the sections of Purpose Statement, Essential Functions, Duties and Tasks, and Knowledge, Skills and Abilities. The strike out language is highlighted in red. These changes are in line with the organizational structure of the department and will build on the career ladder pathway.

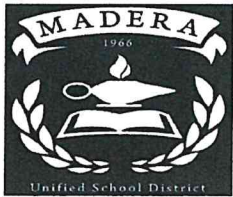
This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9., which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized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

Recommendation:

It is recommended that the Personnel Commission approve the revised title of Assessment Technician and revisions to the job classification.

Attachments:

Job Classification Description: Assessment Technician



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

CURRICULUM AND ASSESSMENT TECHNICIAN

DEPARTMENT/SITE: Curriculum, Instruction & Assessment
Assessment, Accountability & School Improvement

REPORTS TO: Director, Curriculum, Instruction & Assessment
Assessment, Accountability and School Improvement

SALARY SCHEDULE: Classified Salary Schedule

SALARY RANGE: 35

WORK YEAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director, Curriculum, Instruction & Assessment, Assessment, Accountability and School Improvement, the Assessment Technician assists with the student testing and evaluation program and related activities; assists with the coordinating of data needs for the Curriculum, Instruction & Assessment, Assessment, Accountability and School Improvement department; and assists in implementing 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 the entry-level classification of Assessment Specialist in support of the Assessment, Accountability & School Improvement.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

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

- Assists the department with the organization and facilitation of State/District assessment programs including planning, coordinating, and supporting assessment activities to deliver assessment services in compliance with established guidelines.
- Assists the department in the preparation of local and state data files and reports related to State/District assessment programs.
- Assists department with communicating with administrators, school staff, families, vendors, and others regarding assessment scheduling and clarification of assessment procedures, test items, and test scores.

- **Assists** with training of test administrators and school site coordinators in support of State/District assessments.
- **Assists with the preparation and distribution of** secure testing materials to all school sites; provides technical assistance to school and the District in the areas of standards and assessments.
- **Assists with monitoring and maintaining** 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 in compliance with established guidelines.
- **Assists with ordering** 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.
- **Assists** with the recruitment and selection of short-term test administrators for fall and spring assessment activities; assists with interviews; contacts references; assists Test Administrators through hiring process.
- Attends department, in-service meetings, workshops and/or seminars as assigned in order to convey and/or gather information required to perform job functions.
- 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.
- Performs secretarial duties (e.g., scheduling, copying) in support of department functions.
- Prepares a variety of materials (e.g., **testing materials, etc.**) in support of District and site initiatives.
- 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
- May require Spanish bilingual skills
- Understand and follow written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

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:

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

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of experience in 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: February 15, 2023

Agenda Item:

Discuss and approve the proposed new job class description and salary recommendation for Director of Athletics and Community Activities

Agenda Placement:

Action

Background:

District Administration has brought forward the request to establish the new job class description and salary survey for the Director of Athletics and Community Activities. This position will be under general direction of the Assistant Superintendent of School Leadership. The Director of Athletics and Community Activities is responsible for directing, planning, coordinating, and leading all after school athletic programs and community activities for the students of the District. Provides direction to meet the District's goals for the organization of recreation, sports, and outdoor recreation programs, activities and coordinates with other service areas, outside agencies, the public and community in compliance with the District, State, Federal and League Requirements. The incumbent in this classification provides the school community with leadership in student athletics and community activities for youth programs which directly supports student learning and achievement.

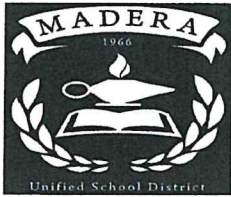
In conducting the salary study, no matches were found in Clovis USD, Fresno USD, or any other neighboring district. However, the Director of Athletics and Community Activities is very similar to the District Director of Athletic which is a certificated management position. Therefore, an internal comparison of the current District position was conducted. The certificated Director of District Athletics job classification, allocated to Range 32 (\$128,423 to \$144,070) in the certificated management salary schedule, is comparable in scope of responsibility, education, and experience requirements, and further supports the salary allocation recommendation of Salary Range 31 (\$113,399 – \$145,169 yearly) of the Classified Management 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, which state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the new job class description of Director of Athletics and Community Activities and salary recommendation as listed on the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Director of Athletics and Community Activities	New	SR 31 (\$113,399 – \$145,169 yearly) on the 2022/2023 Classified Management Salary Schedule



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

**NEW PROPOSED CLASSIFICATION TITLE: DIRECTOR OF ATHLETICS AND
COMMUNITY ACTIVITIES**

DEPARTMENT/SITE: School Leadership

SALARY SCHEDULE: Classified Management

SALARY RANGE: TBD

WORK CALENDAR: 261 Days

REPORTS TO: Assistant Superintendent of
School Leadership

FLSA: Exempt

PURPOSE STATEMENT:

Under general direction of the Assistant Superintendent of School Leadership, the Director of Athletics and Community Activities is responsible for directing, planning, coordinating, and leading all after school athletic programs and community activities for the students of the District. Provides direction to meet the District's goals for the organization of recreation, sports, and outdoor recreation programs, activities, and coordinates with other service areas, outside agencies, the public and community in compliance with the District, State, Federal and League Requirements. The incumbent in this classification provides the school community with leadership in student athletics, community activities for youth programs which directly supports student learning and achievement.

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 the preparation of budget related to assigned activities; oversees budget implementation; recommendations regarding the forecast of additional funds, and approves expenditures.
- Assists with recruiting, hiring, training, scheduling, supervising, evaluating the assigned employees and volunteers.
- Attends assigned meetings and trainings; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Confers with and makes recommendations to the Assistant Superintendent of School Leadership regarding projects and programs and assists in the development and implementation of District strategic plan.
- Create community partnerships to leverage existing resources.
- Developments, reviews, and implements the budget for recreation services and programs.

- Develops, coordinates, and implements various recreational activities, and programs.
- Develops and reviews policies, rules and procedures for effective operation recreation services.
- Makes presentations before various groups, committees, and on and off-site public meetings; participates in community events; creates community partnerships.
- Manages, oversees, reviews and coordinates the work of recreation staff, programs and special related events, including facilities rentals, class registrations, sporting events, youth, and teen programs.
- Manages, oversees, reviews, staffs, plans and coordinates the provision of District's services for recreation, sports, prevention and intervention programs, community events, and related programs.
- Meets and engages with individuals, community groups, school personnel, and advisory groups to ensure that programs and activities are meeting the needs of the community.
- Promotes recreation facilities, programs, services, and special events through outreach efforts which may include public service announcements, radio promotions, flyer distribution, and presentations throughout the District.
- Organizes, schedules, and facilitates daily, weekly, monthly, and seasonal activities throughout the school year at the District's recreation facilities.
- Provides supervision and direction regarding budgets, staffing, and supplies.
- Recommends and administers policies and procedures related to the use of District facilities, effective use of recreation areas, facilities and services and recommends appropriate changes and/or solutions to problems.
- 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:

- Procedures for implementing recreational activities and programs
- Program content for athletics, arts and crafts, teen programs, and early child programs
- Personnel management, motivation, supervision, and evaluation
- Program planning and budgeting
- District policy, procedures, organization, and locations
- Modern principles, management practices and techniques of Recreation Management, programming and resource development including park, recreational, cultural, prevention, sports and community-wide activities.
- Modern operating principles, practices and techniques of recreation and facility management.
- Recreational, cultural and social needs of all age groups and people of diverse backgrounds
- Modern office procedures, and methods including computer equipment
- Budgeting development and administration
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Knowledge of pricing principals in determining programs fees and costs

- Principles of effective public speaking, marketing, conflict resolution and excellent customer service

Skills and Abilities to:

- Contribute to the successful fulfillment of District Mission; work cooperatively with district personnel, parents, and community representatives
- Work cooperatively with district personnel, parents, and community representatives
- Learn and appropriately apply District policies and procedures and other regulations related to the position
- 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
- Resolve conflicts under stress representing the District to the community, and other settings as required
- Apply integrity and trust in all situations
- Effectively formulate, organize and manage sound divisional policy in the areas of recreation programs
- Analyze and research community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations
- Plan specialty community programs and for major events
- Work well under pressure; work such hours as are necessary to accomplish the job.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines
- Lead, manage, evaluate and train personnel effectively and maintain discipline
- Manage, project and administer a budget
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work
- Communicate effectively, orally, electronically and in writing

RESPONSIBILITY:

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the organization's services

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Bachelor's degree from an accredited college or university with significant course work in the areas of Athletics/Physical Education, Recreation Management, Recreation Administration, Program Management, Public Administration or related fields.

EXPERIENCE REQUIRED:

Five (5) years of successful teaching experience in a K-12 school District and three (3) years performing administrative and supervisory oversight in athletic and recreation with youth programs.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to various District sites

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and outdoors and requires walking and standing for extended periods
- Lifting students or objects such as boxes containing documents up to 25lbs.
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Visual acuity to see/read documents and computer screen
- Ability to speak in audible tones so that other may understand clearly in normal conversations and on the telephone

Salary Comparison Survey for DIRECTOR OF ATHLETICS AND COMMUNITY ACTIVITIES
Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES / CERTIFICATES	STEP 1		MAX STEP
Madera USD (K-12) 20,068	Director of Athletics and Community Activities (261 duty days - Classified Management)	Bachelor's degree from an accredited college or university with significant course work in the areas of Athletics/Physical Education, Recreation Management, Recreation Administration, Program Management, Public Administration or related fields.	Five (5) years of successful teaching experience in a K-12 school District and three (3) years performing administrative and supervisory oversight in athletic and recreation with youth programs.	Valid, current California Driver's License to drive to various District sites	\$TBD	-----	\$TBD
Clovis USD (K-12) 43,654	No Match				-----	-----	-----
Fresno USD (K-12) 73,381	No Match						
Madera Unified School District (K-12) 21,148	Director of District Athletics (227 duty days - certificated)	Under graduate or Graduate level training in Athletics/Physical Ed.	5 years of experience in teaching/coaching or as Athletic Director. Three years of successful teaching experience.	Administrative credential or enrollment in an Administrative Credential program. Valid CA Driver's License.	\$128,423	-----	\$144,070
					\$128,423		\$144,070



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: February 15, 2023

Agenda Item:

Discuss and approve the proposed new job class description and recommended salary recommendation for Human Resource - Benefits Technician

Agenda Placement:

Action

Background:

District Administration has brought forward the request to create a new job classification for Human Resource - Benefits Technician. This job classification is under the general direction of the Human Resource Manager. The Human Resource-Benefits Technician performs complex and accurate benefits eligibility work to provide reasonable, timely delivery of professional services; explains and interprets various benefit-related information to ensure understanding; prepares and maintains accurate records and files for the Health and Welfare Program; ensures coordination, oversight and maintenance of the District's health benefits annual open enrollment, employee self-enrollment process, and other functions for all Certificated, Classified, Management, Retirees and Temporary Employees. The incumbents in this classification provide the school community with complex and varied technical functions in support of the Human Resources Department, which directly support student learning and achievement.

Salary Survey

A salary survey, attached, was conducted by using the following school and community college districts as an external market for comparison:

- Central USD
- Clovis USD
- Fresno USD
- Merced City SD
- Merced UHSD
- Stockton USD
- Visalia USD

Of the seven school districts surveyed, five districts had positions which were reviewed for the purpose of establishing an external salary comparison. All positions were considered good comparisons for Human Resource-Benefits Technician position and were sufficient matches on which to base a salary recommendation on the peer market comparison.

In reviewing the market comparisons, it was noted that Central Unified School District compensate their position on the Confidential salary schedule. Therefore, such designation was also evaluated. Confidential positions are distinguished by the assignment of duties which are directly related to the negotiations and employee-employer relations functions of the district. While the nature of the records and information maintained by the proposed position may be sensitive, requiring the incumbent to act with tact and diplomacy, it was determined that the duties do not meet the criteria to warrant Confidential designation.

In determining the recommended allocation, the mid-range step of the median for the peer market was used for primary salary comparison purposes. This practice allows for the most valid comparison when the number of steps of comparison districts vary from that of MUSD's salary schedule structure. Based on that, in comparing the calculated



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

median of the mid-range hourly amount of \$28.98 to Madera's classified salary schedule, finds the closest match at Salary Range 30 (\$46,103 - \$60,322 yearly).

In addition to the external market analysis, an internal comparison of District positions was also conducted. The Human Resource Technician II and Personnel Technician, both allocated to range 30, are similar in scope, responsibility, education, and experience, and further support the salary allocation recommendation.

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., 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.

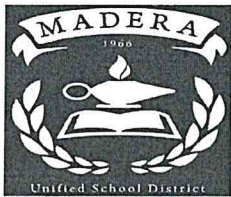
Recommendation:

It is recommended that the Personnel Commission approve the proposed job class description with title of Human Resource – Benefits Technician and salary recommendation as listed on the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Human Resource – Benefits Technician	New	SR 30 (\$46,103 - \$60,322 yearly) on the 2022/2023 Classified Salary Schedule

Attachments:

Job Class Descriptions and Salary Survey: Human Resource – Benefits Technician



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

NEW PROPOSED NEW CLASSIFICATION:
HUMAN RESOURCE - BENEFITS TECHNICIAN

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK YEAR: 12 Months (261 Days)

REPORTS TO: Human Resource Manager

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Human Resource Manager, the Human Resource - Benefits Technician performs complex and accurate benefits eligibility work to provide reasonable, timely delivery of professional services; explains and interprets various benefit-related information to ensure understanding; prepares and maintains accurate records and files for the Health and Welfare Program; ensures coordination, oversight and maintenance of the District's health benefits annual open enrollment, employee self-enrollment process, and other functions for all Certificated, Classified, Management, Retirees and Temporary Employees. The incumbents in this classification provide the school community with complex and varied technical functions in support of the Human Resources Department, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the second level of the Human Resource Specialist/Technician series. The Human Resource Technician - Benefits performs a variety of technical Human Resources functions in support of classified and certificated personnel leave and absence systems and the Health and Welfare Benefits Program. This class differs from the Human Resource Specialist classes, which provide more specialized human resources duties, and from the Human Resource Technician I, which is the entry level class of the Human Resource Specialist/Technician series.

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.

- Audits and processes on-line health benefits enrollment applications for new hires; terminates health benefits for separations of employment; orients and provides support to employees regarding the effective use of the District health and welfare benefits plans.
- Composes and submits various correspondence letters to employees regarding benefit terminations, late payments, or reimbursements.
- Coordinates and manages the Retiree monthly billing notices.
- Coordinates annual open enrollment activities for District employees; updates changes for

employee benefits information on the Human Resources personnel benefits system; coordinates plan changes with the Payroll Department for appropriate rate deductions.

- Explains and interprets various District benefit information including but not limited to, dental, health, and vision coverage to employees and others to ensure understanding of benefits provisions; explains health plan booklet and collective bargaining agreement policies available to various bargaining units; communicates in person or on the phone with others requesting information.
- Maintains current and efficient records on the District's personnel benefits system and reports issues to appropriate designated personnel.
- Maintains current health benefits information and materials for various plans on the District Human Resources webpage.
- Maintains open communication and correspondence with insurance carriers and plan administrators; coordinates health and welfare benefit informational meetings with insurance carriers.
- Operates electronic LiveScan fingerprint system, as needed; verifies applicant information and enters information into Live Scan system; captures applicant fingerprint impressions on Live Scan machine; submits images to the Department of Justice; receives fingerprint check results.
- Prepares, maintains, processes and submits accurate records and files; prepares and maintains control balances for monthly deductions; assists employees with completing disability forms as needed for timely processing of information.
- Researches and resolves revolving fund issues related to employee deductions on payroll checks; makes adjustments according to established procedures to ensure the financial viability of the District.
- Serves as subject matter leader regarding health benefits information; provides information on various medical, dental, and vision plans to all employees, retirees, and Board members; provides information to Human Resources Specialists regarding new employee health benefits choices.
- Supports with providing information and assistance to District personnel pertaining to all types of statutory leaves of absence; distributes and processes appropriate forms for various leave requests; provides updates to school sites and departments regarding staff on approved leaves of absence.
- Updates District benefit department forms, (i.e., New Hire forms, Special Enrollment forms, Open Enrollment forms, etc.) as required on a monthly, quarterly, and annual basis; orders appropriate Benefit Department forms and vendor brochures as required to ensure day-to-day activities can be performed without interruption.
- 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:

- Applicable sections of the California Education Code, federal, state and local laws, rules, and regulations
- Provisions of employee health and welfare benefit plans and services

- Accessing databases, extracting, and verifying personnel information; entering data into multiple database systems
- Practices and procedures related to classified and certificated personnel
- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms
- Research methods, data analysis techniques, record-keeping, and report preparation techniques
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Safety policies and safe work practices applicable to the assignments
- Basic math, including calculations using fractions, percentages and/or ratios
- Business telephone techniques and etiquette

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Read, interpret, apply, and explain current rules, regulations, policies, and procedures pertaining to the specialized areas of the position
- Maintains records and prepares various reports for local and State reporting requirements
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Maintain confidentiality of personnel files
- Communicate with staff and the 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
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations

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 resource 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:

Three (3) years of increasingly responsible experience supporting the administration of health and welfare benefits and employee programs within a human resources department.

Associate's degree or higher in the field of Human Resources, or a closely related field from an accredited college or university may be substituted for two (2) years of work 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

Salary Comparison Survey
HUMAN RESOURCE – BENEFITS TECHNICIAN

Page 1 of 3

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES / CERTIFICATES	STEP 1	MAX STEP
Madera USD (K-12) 21,148	HUMAN RESOURCE – BENEFITS TECHNICIAN Under the general direction of the Human Resource Manager, the Human Resource - Benefits Technician performs perform complex and accurate benefits eligibility work to provide reasonable, timely delivery of professional services; explain and interpret various benefit-related information to ensure understanding; prepare and maintain accurate records and files for the Health and Welfare Program. Ensures coordination, oversight and maintenance of the District's health benefits annual open enrollment, employee self-enrollment process, and other functions for all Certificated, Classified, Management, Retirees and Temporary Employees. The incumbents in this classification provide the school community with complex and varied technical functions in support of the Human Resources Department, which directly support student learning and achievement.	High School diploma or equivalent.	Three (3) years of increasing responsible experience supporting the administration of health and welfare benefits and employee programs within a human resources department. Associate's degree or higher in the field of Human Resources, or a closely related field from an accredited college or university may be substituted for two years of work experience.	Valid, current CA Driver's License	TBD	TBD
Central USD (K-12) 15,841	HR-BENEFITS TECHNICIAN Initiates and maintains records, billings and correspondence for the District health and life insurance programs; Worker's Compensation; and District property/liability insurance. Provides information concerning benefits to District staff and provides technical and clerical assistance.	High school diploma or equivalent and completion of business education/secretarial courses.	Three years of progressively responsible clerical experience including one year in a business or personnel office working with the administration of employee and organizational insurance plans.	No license requirements.	\$23.80 Classified Confidential Salary Schedule Range 116 Eff 7/1/22	\$28.92 Classified Confidential Salary Schedule Range 116 Eff 7/1/22

Salary Comparison Survey
HUMAN RESOURCE – BENEFITS TECHNICIAN

Page 2 of 3

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES / CERTIFICATES	STEP 1	MAX STEP
Clovis USD (K-12) 43,654	BENEFITS TECHNICIAN To participate in the development and maintenance of procedures and functions to ensure the District's self-funded programs and life insurance benefits are administered according to policy and laws; to initiate and maintain records, billings and correspondence for the District health, life, and worker's compensation insurance programs; to provide information concerning benefits to District staff; insure eligible members receive maximum benefits available according to contracted services provided, and to provide technical and clerical assistance.	Equivalent to the completion of the twelfth grade.	Two years of progressively responsible clerical experience including one year of Health, Life and Worker's Compensation Insurance.	No license requirements.	\$25.12 Classified Non-Ops Salary Schedule Eff 7/1/22 Grade 116	\$30.50 Classified Non-Ops Salary Schedule Eff 7/1/22 Grade 116
Fresno USD (K-12) 73,381	BENEFITS ELIGIBILITY ASSISTANT Under the direction of as assigned supervisor, perform complex and accurate benefits eligibility work to provide reasonable, timely delivery of professional services; explain and interpret various benefit-related information to ensure understanding; prepare and maintain accurate records and files	Graduation from high school with emphasis in business supplemented by course work in accounting, insurance, or related field.	Two years of experience within a human resources function, preferably supporting employee programs and one year of increasingly responsible record-keeping experience.	Valid California driver's license.	\$19.75 Classified Salary Schedule Job Code W012, Grade G33	\$24.06 Classified Salary Schedule Job Code W012, Grade G33
Merced City School District	NO SIMILAR CLASS TO REVIEW					
Merced Union High School District (9-12) 10,748	EMPLOYEE BENEFITS TECHNICIAN The purpose of this document is to list a limited number of duties typically performed by a person in the classification cited above as well as certain requirements necessary to perform these duties. It is not intended to be a complete list of duties nor requirements, but rather examples by which to select and compensate employees in a fair and reasonable manner.			No license requirements.	\$24.72 Classified Salary Schedule Eff 7/1/22 Range Q	\$35.59 Classified Salary Schedule Eff 7/1/22 Range Q

Salary Comparison Survey
HUMAN RESOURCE – BENEFITS TECHNICIAN

Page 3 of 3

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES / CERTIFICATES	STEP 1	MAX STEP
Stockton USD (K-12) 41,679	NO SIMILAR CLASS TO REVIEW					
Visalia USD (K-12) 29,375	HUMAN RESOURCES DEVELOPMENT BENEFITS TECHNICIAN Under the supervision of the Director of Human Resources Development and/or designee, performs specialized and responsible technical, administrative and secretarial duties of a confidential nature requiring independent judgment in the administration of the District's risk management and employee benefit programs.	High school diploma or equivalent, supplemented by training or course work in computers, business office management, organization and supervision, or related technical skill areas at the community college or higher level.	Three years of responsible secretarial experience.	No license requirements.	\$26.97 Classified Salary Schedule Eff 7/1/22 Range 86	\$34.42 Classified Salary Schedule Eff 7/1/22 Range 86
				AVERAGE MEDIAN	\$24.07 \$24.72	\$30.70 \$30.50



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: February 15, 2023

Agenda Item:

Discuss and approve the revised job classification with a proposed change in title to Senior Human Resource Specialist–Credentials

Agenda Placement:

Action

Background:

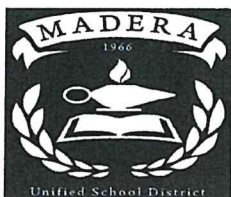
District Administration has brought forward the request to revise the job description title for Human Resource Specialist-Lead to Senior Human Resource Specialist-Credentials. The added changes were requested to be made to be in line with the organizational structure of the department. This position is specialized with the Certificated Credential Program. The added changes are highlighted in blue under the sections of Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties and Tasks, KSAs, and Experience Required. The strike out language is highlighted in red. These revisions will in line with the career ladder pathway within the Human Resources Department.

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., 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 title of Senior Human Resource Specialist – Credentials Specialist and revisions to the job classification.

Attachments:
Job Classification Description: Sr. Human Resource Specialist - Credentials



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

HUMAN RESOURCE SPECIALIST – LEAD
PROPOSED REVISED TITLE: SENIOR HUMAN RESOURCE SPECIALIST - CREDENTIALS

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 40 per 2020/2021 Schedule

WORK YEAR: 12 Months (261 Days)

REPORTS TO: Human Resource Manager

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Human Resource Manager, the **Senior Human Resource Specialist – Lead Credentials** performs a variety of advanced technical and professional work in support of the Human Resources Department and **including** the Certificated Credentialing Program ~~and the Health and Welfare Program~~. Incumbents in this classification ensure certificated position assignments are compliant with the appropriate credential in accordance with the California Commission on Teacher Credentialing. **This position ensures valid teaching credentials and appropriate position assignments are compliant.** ~~and ensures coordination, oversight and maintenance of the District's health benefits annual open enrollment, employee self-enrollment process, and other functions for all Certificated, Classified, Management, Retirees and Temporary Employees.~~ The incumbents in this classification provide the school community with complex and varied technical functions in support of the Human Resources Department, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the top level of the Human Resource Specialist/Technician series. The **Senior Human Resource Specialist – Credentials** provides advanced technical and professional support in the Human Resources Department, including managing the Credentialing Program ~~and the Health and Welfare Program~~. This provides leadership to the Human Resource Specialist class, and differs from the Human Resource Technician classes, which provide more general and routine office and clerical/technical support. It is the highest-level class in the Human Resources 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.

- Audits and evaluates teacher master schedules to ensure accurate teaching assignments as related to credential holder; recommends and prepares Board resolutions, committee on assignments, waivers, limited assignments, supplementary authorizations, English Language (EL) authorizations, university internships, provisional internships, short term staff permits and other essential documentation as necessary for the teaching assignment.
- **Attends job fairs for the purpose of recruiting qualified credentialed candidates.**
- ~~Audits and processes on-line health benefits enrollment applications for new hires; terminates health benefits for separations of employment; orients and provides support to employees regarding the effective use of the District health and welfare benefits plans.~~
- Completes, processes, and submits credential applications, documents, and fees to Madera County

Superintendent of Schools; ensures valid teaching credentials are registered with the County and that appropriate position assignments are compliant and in accordance with the California Commission on Teacher Credentialing (CTC), and California Codes.

- Composes and provides credential expiration notices to certificated staff and substitutes to ensure timely renewal of credentials.
- ~~Composes and submits various correspondence letters to employees regarding benefit terminations, COBRA information, late payments, or reimbursements.~~
- Consults and communicates with various agencies such as Madera County Office of Education, California Department of Education, Commission on Teacher Credentialing (CTC), local colleges, and universities, District Administrators, department site personnel, and teacher candidates regarding current trends and credentialing requirements.
- ~~Coordinates annual open enrollment activities for District employees; updates changes for employee benefits information on the HR personnel benefits system; coordinates plan changes to the Payroll Department for appropriate rate deductions.~~
- Evaluates, monitors, and maintains valid credential status of all certificated staff in core subject, and Employees. The elective areas; provides direction and action plans for those needing additional support.
- ~~Maintains current and efficient records on the District's personnel benefits system and reports issues to appropriate designated IT personnel.~~
- ~~Maintains current health benefits information and materials for various plans on the District Human Resources webpage.~~
- ~~Maintains open communication and correspondence with insurance carriers and plan administrators; coordinates health and welfare benefit informational meetings with insurance carriers.~~
- Operates electronic LiveScan fingerprint system, as needed; verifies applicant information, and enters information into LiveScan system; captures applicant fingerprint impressions on LiveScan machine; submits images to the Department of Justice; receives fingerprint check results.
- Provides accurate credential data for Federal State, Local, and private agencies including California Basic Educational Data System (CBEDS), Student Accountability Report Card (SARC), Categorical Program Monitoring (CPM), Williams Act reporting.
- Provides training to HR staff for appropriate and consistent data entry methods for the credentialing processes.
- Researches, applies, and interprets the most current Education Codes and California Commission on Teacher Credentialing (CTC) legislation governing personnel credentialing, induction, and assignment monitoring.
- Serves as a subject matter leader and provides information to HR Specialist, administrators, certificated employees and others on the most current trends governing various credentialing requirements.
- ~~Serves as subject matter leader regarding health benefits information; provides information on various medical, Dental, and vision plans to all employees, retirees, and Board members; provides information to HR Specialist regarding new employee health benefits choices.~~
- 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:

- Commission on Teacher Credentialing (CTC) rules and regulations
- Applicable sections of the California Education Code, federal, state and local laws, rules, and regulations
- ~~Provisions of employee health and welfare benefit plans and services~~
- Accessing databases, extracting, and verifying personnel information; entering data into multiple database systems

- Practices and procedures related to classified and certificated personnel
- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms
- Research methods, data analysis techniques, record-keeping and report preparation techniques
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Safety policies and safe work practices applicable to the assignments
- Basic math, including calculations using fractions, percentages and/or ratios
- Business telephone techniques and etiquette

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Read, interpret, apply and explain current rules, regulations, policies and procedures pertaining to the specialized areas of the position
- Maintain records and prepare various reports for local and State reporting requirements
- Collaborate with outside agencies such as County Offices of Education; California Commission on Teacher Credentialing and insurance carriers
- Represent the District and department effectively with other departments, applicants and interview panels
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Maintain confidentiality of personnel files
- Communicate with staff and the 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
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

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 resource 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:

Associate's Degree in Human Resources, Business Administration or a closely related field from an accredited college or university; OR two (02) years of college-level coursework in Human Resources or related field from an accredited college or university. Bachelor of Arts/Bachelor of Science preferred, in Human Resources, Business Administration or a closely related field.

EXPERIENCE REQUIRED:

Five (5) years of progressive experience in human resources functions, including analysis of credentials for professionals, preferably teachers. ~~Five (5) years of progressively-increasingly-responsible human resources~~

~~experience in the one or more of the following areas: certificated credentials, administration of health and welfare benefits;~~ OR an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

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: February 15, 2023

Agenda Item:

Discuss and approve the proposed new job class description and recommended salary recommendation for Special Services Specialist

Agenda Placement:

Action

Background:

District Administration has brought forward the request to establish the new job class description for Special Services Specialist. This position will be under the general direction of the Director of Special Services, the Special Services Specialist plans, coordinates and performs activities related to the support and operation of the Special Education Programs. Manages and updates data for the Special Services department to ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEPs) 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.

This new classification of Special Services Specialist will create a career ladder pathway within the Department of Special Services, and it is the second-level classification, which differs from classification of Special Services Technician.

Salary Survey

A salary survey, attached, was conducted by using the following school districts as an external market for comparison:

- Central USD
- Clovis USD
- Fresno USD
- Merced City SD
- Merced UHSD
- Modesto City HSD
- Sanger USD
- Stockton USD
- Visalia USD

Of the nine school districts surveyed, none of the external peer market had a second-level position comparable to the proposed Special Services Specialist job class. However, five of the comparison districts had positions that were a match for the Special Services Technician, Range 33, which is the first level in this job series. Therefore, an external survey was conducted to establish an external comparison on which to base the Special Services job series.

In determining the recommended allocation for the Specialist, the mid-range step of the median for the peer market for Special Services Technician was used for salary comparison of the job series. The results of the external survey found the Special Services Technician job class to be below the mid-range step of the median of the peer market (survey attached). As such, the survey findings were factored into the recommended allocation for Special Services Specialist at Range 38, so as not to disturb the job series allocations should the District make an adjustment to the Technician-level position at a later date.

In addition to the peer market survey, an internal comparison of District positions was also conducted. The Data Analyst, Range 40, was determined to be similar to the Special Services Specialist position in terms of job functions; however, the scope of responsibility for the Specialist position is limited to Special Education student data whereas the



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

Data Analyst has broader responsibility for maintaining and reporting data for all programs and student data districtwide. Based on this, allocating the Special Services Specialist at Salary Range 38 recognizes the job's narrower scope as compared to the Data Analyst as well as maintains an appropriate pay difference between the various levels of job classes (i.e., Technician, Specialist, and Analyst).

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., 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.

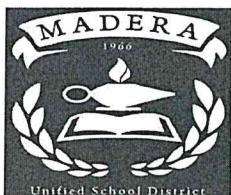
Recommendation:

It is recommended that the Personnel Commission approve the proposed job class description with title of and salary recommendation as listed on the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Special Services Specialist	New	SR 38 (\$53,265 – 70,073 yearly) on the 2022/2023 Classified Salary Schedule

Attachments:

Job Class Description and Salary Survey: Special Services Specialist



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

NEW PROPOSED CLASSIFICATION TITLE: SPECIAL SERVICES SPECIALIST

DEPARTMENT/SITE: Special Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

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 Specialist plans, coordinates and performs activities related to the support and operation of the Special Education Programs. Manages and updates data for the Special Services department to ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEPs) 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 maintaining Special Education Information System (SEIS). It is the second-level classification, which differs from classification of Special Services Technician.

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.

- Assigns case managers in SEIS, and 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 proper student identification in Aeries.
- Assists Department with the facilitation of State and District special education programs to deliver special education services within the required and established guidelines
- Attends department, in-service meetings, workshops and/or seminars as assigned to convey and/or gather information required to perform job functions.
- Designated Academic Performance Index (API) user for the District's CALPADS reporting.
- Maintains a variety of confidential and non-confidential manuals, electronic files, District and school site student records, assessments, Special Education Information System (SEIS) reports, State and 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.
- Oversees maintenance of 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.

MUSD BOARD APPROVED:
Month da, Year
MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##

- Participates in district mandated training and retraining programs.
- Performs a variety of technical duties (e.g., running queries, analyzing reporting data, identifying 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.
- 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.
- Provides training to all new clerical staff with the following programs; SEIS, CALPADS, AERIES and standard operating procedures (SOPs).
- Revises and updates (SOPs) and policies for the Special Services Department, inspection of reports, data sources, but not limited to the Special Education Information System (SEIS) and the Districtwide student database (Aeries).
- Supports student data collection specifically required for CALPADS, SEIS and Aeries; designs custom reports and queries for the 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
- 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 Student 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:

Three (3) years of progressive clerical experience working with all data systems applications, and data input consisting of programs such as; 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

Salary Comparison Survey for SPECIAL SERVICES SPECIALIST

Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES / CERTIFICATES	STEP 1		MAX STEP
Madera USD (K-12) 21,148	SPECIAL SERVICES SPECIALIST Under the general direction of the Director of Special Services, the Special Services Specialist plans, coordinates, and performs activities related to the support and operation of the Special Education Programs manages and updates data for the Special Services department to ensure data accuracy and integrity in related or targeted areas of Individualized Education Programs (IEPs) 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.	High School diploma or equivalency.	Three (3) years of progressive clerical experience working with all data systems applications, and data input consisting of programs such as: 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.	No license requirements	\$	-----	\$
Central USD (K-12) 15,841	NO SIMILAR CLASS TO REVIEW						
Clovis USD (K-12) 43,654	SPECIAL EDUCATION TECHNICAL SUPPORT Under the general direction of an assigned supervisor, assists Special Education Information System (SEIS) users with resolution of application issues; manages application security and configuration of SEIS users; provides data to internal and external sources such as State agencies by preparing periodic and custom reports from SEIS, the California Longitudinal Pupil Achievement Data System (CALPADS), and Desired Results Developmental Profile (DRDP) databases; ensures database extraction meets reporting requirements; establishes procedures and trains others on data entry requirements for multiple applications; and develops and maintains documentation of supported systems. This position requires effective communication, teamwork, and collaboration when analyzing and resolving problems or developing solutions. The volume of work requires the ability to prioritize projects to meet district needs. Mentoring and assuming lead direction on projects is expected.	Associate's degree	One (1) year of applicable experience. Additional experience can be substituted for higher education	May require a valid driver's license.	\$26.43 Classified Salary Schedule SR117	-----	\$32.08 Classified Salary Schedule SR117
Fresno USD	NO SIMILAR CLASS TO REVIEW						

Salary Comparison Survey for SPECIAL SERVICES SPECIALIST Madera Unified School District

(K-12) 73,381						
Merced City School District (K-8) 11,400	NO SIMILAR CLASS TO REVIEW Department Secretary and Education Data Manager positions assist would be responsible for SEIS and CALPADS reporting					
Merced UHSD (9-12) 10,748	STUDENT SUPPORT SERVICES ASSISTANT The purpose of this document is to list a limited number of duties typically performed by a person in the classification cited above as well as certain requirements necessary to perform these duties. It is not intended to be a complete list of duties nor requirements, but rather examples by which to select and compensate employees in a fair and reasonable manner.				\$25.35 Classified Salary Schedule Eff 7/1/22 SR R	\$36.22 Classified Salary Schedule Eff 7/1/22 SR R
Modesto City SD (K-12) 30,000	SPED DATA ENTRY SPECIALIST Under general supervision, enter, manipulate, and maintain student records, assessment referrals, enrollment, assessment/meeting scheduling, student registration, and student data for internal SELPA use, District use, or transmission to outside agencies including the California Department of Education. Use student information systems, data, and query reports to ensure accurate data, corrections, and reporting occur.	Minimum Requirement: Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate. Desirable Qualification: One (1) year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.	Minimum Requirement: One (1) year accounting, bookkeeping, clerical, secretarial experience performing general work tasks. Desirable Qualification: Two (2) years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.	Minimum Requirement: Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute	\$20.82 Classified Unit Salary Schedule Eff 7/1/22 JC 15026 SR 31	\$27.89 Classified Unit Salary Schedule Eff 7/1/22 JC 15026 SR 31

Salary Comparison Survey for SPECIAL SERVICES SPECIALIST Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES / CERTIFICATES	STEP 1	MAX STEP
Sanger USD (K-12) 11,360	NO SIMILAR CLASS TO REVIEW					
Stockton USD (K-12) 41,679	SENIOR SPECIAL EDUCATION TECHNICIAN Receives general supervision from the Director of Special Education or the Special Education Administrator. The Special Education Technician series includes classes that perform entry/journey level specialized and technical work as it relates to the collecting, compiling, and processing of information and data for the purpose of delivery of various special education services through-out Stockton Unified School District.	Any combination of education and/or training and experience equivalent to the completion of the twelfth grade	Three (3) years of responsible and complex clerical work and record keeping preferably in a school setting. Two (2) years of experience as a Special Education Technician or equivalent experience. Two (2) years of performance evaluations at the Exceeds Standards level. Demonstrated performance of a high degree of independence, analytical skills, and willingness for increased responsibilities, initiative, and ability to maintain a high level of interpersonal skills. Concurrence of both the Special Education Administrator and Director of Special Education/SELPA	Must possess a valid California driver's license.	\$21.81 CSEA 821 Salary Schedule Eff 7/1/22 Range 40	\$26.50 CSEA 821 Salary Schedule Eff 7/1/22 Range 40
Visalia USD (K-12) 29,375	SPED DATA TECHNICIAN Under the direct supervision of the Director of the Department and/or designee, perform a variety of technical duties related to student information systems, records management and reporting functions for the Special Education Department, including auditing, verifying, and ensuring accuracy of student records related to Individual Education Plans (IEPs) and related program data, generating a variety of reports for use by the District and report to the State and Federal agencies, and other related clerical duties.	High school diploma or equivalent. Associates degree is preferred	Three (3) years of responsible clerical or technical work involving student record keeping, statistical reports and charts, and computerized record management.	Hold and maintain a valid California Vehicle Operator's License and be insurable by the District's liability insurance carrier	\$26.97 Classified C SEA Salary Schedule Eff 7/1/22 SR 86	\$34.42 Classified C SEA Salary Schedule Eff 7/1/22 SR 86
				AVERAGE MEDIAN	\$24.28 \$25.35	\$31.42 \$32.08