

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

**AGENDA  
Regular Meeting  
Wednesday, April 26, 2023**

**MUSD District Board Room  
1902 Howard Road  
Madera, CA 93637**

**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 Wednesday, March 15, 2023, Regular Meeting

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

1. Administrative Specialist -Promotional
2. Director of Athletics and Community Activities – Open/Competitive
3. Field House Equipment Manager – Open/Competitive/Promotional
4. Human Resources Benefits Technician – Open/Competitive/Promotional
5. Parent Resource Center Assistant - Open/Competitive/Promotional
6. Supervisor – Safety & Security - Open/Competitive

## **5. New Business**

- A. Discuss and approve Initial Salary Placement for the position of Director of Athletics and Community Activities
- B. Discuss and approve Initial Salary Placement for the position of Supervisor of Safety & Security
- C. Discuss and approve the revised job classification description for Behavior Analyst
- D. Discuss and approve the revised job class description for Executive Administrative Assistant
- E. Discuss and approve the revised job class description for Educational Information Systems Manager
- F. Discuss and approve the proposed new job classification and salary recommendation for Costume, Makeup and Hair Specialist
- G. Discuss and approve the proposed new job classification and salary recommendation for Instrument Repair Specialist
- H. Discuss and approve the proposed new job classification and salary recommendation for Lighting and Sound Specialist
- I. Discuss and approve the proposed new job class description and recommended salary recommendation for Scenic Specialist

## **6. Information and Reports**

- A. Information on the Personnel Commission Proposed Budget for FY 2023-2024
- B. Director's Report
- C. Commissioner's Report

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

Wednesday, May 17, 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:** April 26, 2023

**Agenda Item:**

Consideration and approval of the Minutes from March 15, 2023 Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the March 15, 2023 Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from the March 15, 2023 Regular Meeting.

Attachments: March 15, 2023 Regular Meeting Minutes

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, March 15, 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 Wednesday, March 15, 2023 at 4:30 p.m.

**Roll Call**

David Hernandez, Personnel Commission Chair (by teleconference)

Fran Wheat, Personnel Commissioner Vice-Chair

Philip Janzen, Personnel Commissioner

Isabel Barreras, Director - Absent

Mary Siegl, Personnel Specialist Lead

Alejandra Venegas-Chaves, Personnel Specialist

Joe Aiello, Assistant Superintendent of Human Resources

Karen De Orian, Director, School Culture and Climate

Carsten Christiansen, CA Community Schools Partnership Grant Coordinator

Brandon Gilles, Director of Visual and Performing Arts

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

There were other classified staff and visitors in attendance.

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

- Commissioner Wheat called the meeting to order at 4:32 pm.
- Commissioner Hernandez joined the meeting by teleconference from the Hyatt Regency, Washington D.C. pursuant to government code section 54953 (b) (2)
- Commissioner Janzen led the flag salute.

**2. Adoption of the Agenda**

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the Agenda. MOTION NO. 58-2022/23.

Ayes: Commissioners: Janzen, Hernandez and Wheat

Noes: None

Absent: None

Abstained: None

**3. Communications**

- Susan Hansen, LMT at Berenda Elementary School asked if there would be an update regarding the Classification Study.
- Mary Siegl, Personnel Specialist Lead, stated that the consultants are still working on the Classification Study report and there will be more information presented at the April Personnel Commission Meeting.



#### 4. Adoption of the Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the consent agenda. MOTION NO. 59 - 2022/23.

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

#### 5. New Business

##### A. Discuss and approve the proposed new job class description and salary recommendation for Expanded Learning Program Manager

- Mary Siegl, Personnel Specialist Lead, presented the District's request to create a new job classification for Expanded Learning Program Manager. A salary survey was conducted and a Classified Supervisory Range 11 was recommended.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the new job classification Expanded Learning Program Manager and salary recommendation of Classified Supervisory Range 11 (\$85,065 - \$108,534.00 yearly). MOTION NO. 60-2022/23, DOCUMENT NO. 39-2022/23

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

##### B. Discuss and approve the new classified supplemental help job descriptions for the Department of Visual and Performing Arts: Instrument Repair Assistant, Music Tutor, Music Tutor Assistant, Performance Piano Accompanist, and Visiting Artist.

- Mary Siegl, Personnel Specialist Lead, presented the new classified supplemental help positions for the Department of Visual and Performing Arts. Classified supplemental help salary rates were recommended as follows:  
Instrument Repair Assistant – Minimum Wage per hour  
Music Tutor - \$25 per hour  
Music Tutor Assistant – Minimum Wage per hour  
Performance Piano Accompanist - \$50 per hour  
Visiting Artist - \$30 per hour
- It was moved by Commissioner Janzen, seconded by Commissioner Hernandez to approve the new classified supplemental help job descriptions, and recommended classified supplemental help salary hourly salaries (listed above) for the Department of Visual and Performing Arts: Instrument Repair Assistant, Music Tutor, Music Tutor Assistant, Performance Piano Accompanist, and Visiting Artist. MOTION NO. 61-2022/23

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

**C. Discuss and approve the proposed new job classification and salary recommendation for Student Events Supervisor**

- Mary Siegl, Personnel Specialist Lead, presented the District's request to create a new job class description for the position of Student Events Supervisor. A salary survey was conducted for the position and recommended salary Range 9 (\$70,199 - \$89,366 yearly) on the Classified Supervisory Salary Schedule.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the new job classification for Director of Athletics and Community Activities and recommendation salary Range 9 (\$70,199 - \$89,366 yearly) on the Classified Supervisory Salary Schedule. DOCUMENT NO. 62-2022/23

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

**6. Informational and Reports**

**A. Classified Quarterly Award Presentation**

- Commissioner Wheat presented the Classified Quarterly Award to Monica Gonzalez. Monica was recognized for her leading and planning the Student Champion Days.
- Karen De Orian, Director, School Culture and Climate, congratulated Monica on her excellent service to the District.
- Vicky Zamora, CSEA 1<sup>st</sup> Vice President, congratulated Monica and indicated the award was well deserved.

**B. Director's Report**

- Due to Director Barreras's absence, there was no Director's report presented.
- Mary Siegl, Personnel Specialist Lead, reported that Director Barreras had asked her to share that she has been in communication with the consultants and the Compensation Study has not been finalized yet.

**C. Commissioner's Report**

- None were presented.

**7. Next Regular Personnel Commission Meeting**

- Wednesday, April 26, 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 Wheat adjourned the meeting at 4:55 pm.

  
Isabel Barreras, Director of Classified HR

Date: April 3, 2023



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

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

**Meeting Date:** April 26, 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. Administrative Specialist -Promotional
2. Director of Athletics and Community Activities – Open/Competitive
3. Field House Equipment Manager – Open/Competitive/Promotional
4. Human Resources Benefits Technician – Open/Competitive/Promotional
5. Parent Resource Center Assistant - Open/Competitive/Promotional
6. Supervisor – Safety & Security - Open/Competitive

**Recommendation:**

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

No attachment:





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** April 26, 2023

**Agenda Item:**

Discuss and approve Initial Salary Placement for the position of Director of Athletics and Community Activities

**Agenda Placement:**

Action

**Background:**

District administration has presented the Personnel Commission with a request for an initial salary placement for the candidate of Director of Athletics and Community Activities. The Personnel Commission staff is requesting approval to place the candidate with an initial salary placement at Range 31 Step 6 (\$145,169 yearly) of the classified management salary schedule.

The candidate has over 16+ years of experience with the Athletics Programs and Administrator experience. Seven of those years, the candidate served in the role of District Athletics Director for Central Unified School District. The candidate also holds an MA in Education, a Professional Clear Teaching Credential and an Administrative Services Credential. Other certifications that far exceed the education, experience, and requirements are the following; CPR and First Aid, Water Safety, CIF Coaching Principles and CIF – Concussion. This experience is vital for the position of Director of Athletics and Community Activities. The District is excited to fill this position as it was a difficult recruitment.

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

**Recommendation:**

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Director of Athletics and Community Activities at Range 31 Step 6 (\$145,169 yearly) of the classified management salary schedule.

**No attachments:**





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** April 26, 2023

**Agenda Item:**

Discuss and approve Initial Salary Placement for the position of Supervisor of Safety & Security

**Agenda Placement:**

Action

**Background:**

District administration has presented the Personnel Commission with a request for an initial salary placement for the candidate of Supervisor of Safety & Security. The Personnel Commission staff is requesting approval to place the candidate with an initial salary placement at Range 11 Step 5 (\$103,398 yearly) of the classified supervisory salary schedule.

The candidate has over 19 years of exemplary service with the Madera Police Department and is currently serving as the MUSD School Resource Officer since 2018.

Other qualifications that highly qualify this candidate for the position of Supervisor of Safety & Security and that will highly benefit the Department of Safety & Security are the following:

- Holds an Advanced Practice Certificate for Law Enforcement Mental Health Response from Alliant University.
- Has over 1600 hours of P.O.S.T. (Police Officers Standards Training) Certified Training.
- Holds his Basic, Intermediate, and Advanced Certificates from P.O.S.T.
- Has over 19 years of experience with local gangs, street drugs, their abuse and the issues that follow.
- Wrote the first Gang Injunction in Madera County and presented it to the District Attorney.
- Presented various gang presentations to the MUSD school staff.
- Held the position of Violent Crimes Investigator for the Madera Police Department.
- Received the award by Victim Services for outstanding service.

This experience is vital for the position of Supervisor of Safety & Security. The District is excited to fill this position as it was a difficult recruitment.

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

**Recommendation:**

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Supervisor of Safety & Security at Range 11 Step 5 (\$103,398 yearly) of the classified supervisory salary schedule.

**No attachments:**



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

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

**Meeting Date:** April 16, 2023

**Agenda Item:**

Discuss and approve the revised job classification description for Behavior Analyst

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to revise the job classification of Behavior Analyst. The minor added changes are highlighted in blue under the section of Certifications and Testing Required. These changes will allow the applicants the opportunity to obtain their Nonviolent Crisis Prevention Intervention (CPI) certification within the 6 months of date of hire.

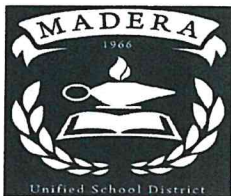
This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions which state that it is the responsibility of the Personnel Commission to classify duties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

**Recommendation:**

It is recommended that the Personnel Commission approve the revised job classification of Behavior Analyst.

Attachments:

Job Classification Description: Behavior Analyst



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

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

**BEHAVIOR ANALYST**

**DEPARTMENT/SITE:** Health and Wellness

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 58

**WORK CALENDAR:** 218 Days

**REPORTS TO:** Behavioral Health  
Supervisor/Designee

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Behavioral Health Supervisor/Designee, the Behavior Analyst will provide direct services and consultation to students, staff and parents/guardians in order to provide support and professional learning in appropriate behavior intervention techniques; provide positive ways for working successfully with students who have difficulties conforming to acceptable behavior patterns; provide analysis services and behavior management plans for students; conducts assessment and plans that conform to applicable California statutes and regulations. The incumbents in this classification provide the school community with behavior support services which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class provide services to students, as well as staff and parents/guardians, which requires a Master's degree and Board-Certified Behavior Analyst (BCBA).

**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.*

- Collects data and prepares a variety of reports for the purpose of documenting case history, assessments and collecting and analyzing behavioral progress monitoring data.
- Conducts functional behavioral analyses and functional analysis assessments for individual students.
- Develops materials and provides resources; provides professional learning to administrators, educators, paraprofessionals and parent/guardians in Applied Behavior Analysis (ABA), Crisis Prevention Institute (CPI) Discrete Trial Training (DTT) and/or other evidence-based methodologies related to addressing the needs of students that are experiencing behavior difficulties.
- Keeps abreast of current research and information in the areas of behavior management and provides in-service and training for teachers, specialists, paraprofessionals and other staff in areas related to behavior management strategies, avoidance of aversive techniques, and managing assaultive behavior.
- Participates in the planning of the development and implementation of programs, policies, and best practices related to instruction using the principles of Applied Behavior Analysis (ABA).
- Provides technical assistance in service tracking of behavioral support services so that services are accurately documented.
- Provides technical assistance regarding the integration of positive behavior supports in all instructional initiatives.
- Provides training for teachers, paraprofessionals, and other staff on behavioral analysis, data collection and effective practices regarding positive behavior support, and works with students who exhibit



inappropriate behaviors.

- Responds to crisis situations when appropriate, manage assaultive behaviors, e.g., Nonviolent Crisis Intervention (CPI).
- Travels from site to site and/or performs necessary home visits for the purpose of providing direct treatment, consultation and collaboration for students and families.
- 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:**

- Current scientific and professional information in behavior analysis
- Best practices and laws governing behavioral supports for students with and without disabilities
- Trauma Informed Behavior Analysis
- Discrete Trial Training (DTT) and Applied Behavioral Analysis (ABA)
- Program/goal development
- ABA Behavior Reduction and Skills Acquisition Procedures
- Behavioral analytic therapies and experience delivering these services
- Principles and methods of behavior analysis
- Objectives of behavior intervention techniques, treatment and service
- Socialization activities used in behavior analysis
- Health and safety regulations
- Effective record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills in using tact, patience and courtesy
- District organization, operations policies and objectives
- Operation of standard office equipment including using a variety of software applications

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

- Work in a classroom environment during observation or skill application
- Make home visits to meet and work with student families and/or support systems
- Work with interruptions and possible crisis situations
- Travel to various sites to work with students and staff
- Work as part of a multi-disciplinary team to coordinate and maximize services for students and/or families
- Identify and analyze areas of behavior and socialization needs
- Explain and provide training on behavior management principles and methods
- Provide technical guidance to other personnel
- Establish and maintain behavior observation files and logs
- Apply appropriate behavior management procedures in working with students at all grade levels
- Work cooperatively with others, establish rapport and work constructively with staff, students, parents and community members
- Creatively solve problems and work through conflict resolution process
- Understand and follow oral and written directions in English
- Meet schedules and timelines
- Plan and organize work, planning and managing projects
- Work confidentially with direction
- Communicate effectively both orally and in writing
- Read, explain and follow rules, regulations, policies and procedures



- Maintain records adhering to established procedures

### **RESPONSIBILITY:**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

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

### **EDUCATION REQUIRED:**

Masters' degree from an accredited university and/ or college with major coursework in Human Services, Psychology or related field.

### **EXPERIENCE REQUIRED:**

Two (2) years' experience in completing comprehensive functional behavior assessments and behavior support plans, and one (1) year of experience serving individuals that exhibit inappropriate or explosive behavior.

### **LICENSE(S) REQUIRED:**

- DOJ/ FBI Background Clearance
- Valid, current California Driver's License to drive to school sites and make home visits.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Board Certified Behavior Analyst (BCBA)
- Nonviolent Crisis Preventive Intervention (CPI) certificate within six months and (failure to do so will result in termination)
- 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 B through District's provider at District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Indoor classroom/office environment
- Standing, walking, and sitting to perform duties, occasionally sitting for extended periods
- Lifting, carrying, pushing, and/or pulling light to moderate weight files and materials
- Stooping, kneeling, crouching, and/or crawling
- Manual dexterity to manipulate objects and type on a keyboard
- 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:** April 26, 2023

**Agenda Item:**

Discuss and approve the revised job classification of Executive Administrative Assistant

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to revise the job description Executive Administrative Assistant. The change is minor and it affects the reporting structure, which is highlighted in blue. This position will report to the Associate Superintendent of Educational Services, Assistant Superintendent of School Leadership or Assistant Superintendent of Student Family and Support Services.

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

**Recommendation:**

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

Attachments:

Job Classification Description: Executive Administrative Assistant



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

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

**EXECUTIVE ADMINISTRATIVE ASSISTANT**

**DEPARTMENT/SITE:** District Department

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 44

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Associate ~~Assistant~~ Superintendent  
of Educational Services, Assistant  
Superintendent of School  
Leadership or Assistant  
Superintendent of Student Family  
and Support Services

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

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

**DISTINGUISHING CHARACTERISTICS**

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

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

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

- Attends meetings and provides administrative support to a variety of committees and other department meetings; participates in preparation of agenda items; keeps minutes and records of assigned committees in accordance with the Brown Act or other policies; tracks status of action items and validates required deadlines are met; coordinates meetings and events; maintains committee records and disseminates all formal actions including minutes.



- Coordinates and maintains facility requests; monitors and verifies non-working days and vacation for department staff.
- Coordinates conferences, retreats, and meetings for respective department staff and teachers.
- Creates and maintains spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders; reviews travel and conference expense forms; calculates budget usage and fund percentages; tracks multiple funding sources; may participate in grant administration functions including basic grant writing, collecting program data and generating performance reports.
- Drafts and executes consultant agreements and contracts.
- Gathers background materials and documents needed to draft recommendations and reports for committees and the Board of Trustees; researches best practices, prior actions, student data, and financial information for executive reviews.
- Maintains a variety of department calendars; provides information and handles issues that may require sensitivity and use of tact and independent judgment. Prioritizes requests by departments within the District and facilitates the completion of action items and the flow of information; researches requests or complaints and refers matters to the appropriate staff and/or takes or recommends actions to resolve issues.
- Organizes a variety of formal and informal meetings and events including awards ceremonies, tours, receptions, conferences, and fund-raising events.
- Organizes, maintains and updates confidential, specialized, and technical files; creates and maintains electronic and physical filing systems.
- Provides administrative coordination of charter school oversight process; gathers and prepares annual compliance/renewal/new charter submission associated with compliance requirements.
- Provides clerical, administrative and executive-level support to the Assistant Superintendent; composes and prepares memoranda correspondence, Board newsletter, departmental reports and other documents that are sensitive and confidential nature; drafts Board of Trustee agenda items, documents and reports; proofreads and checks other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports, and documents are accurate and complete.
- Provides lead work guidance and direction to other staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District department and legal/regulatory requirements and standards; provides information, instructions and trainings on work procedures and technical, legal and regulatory requirements.
- Screens and/or independently responds to visitors, phone calls, correspondences, and email inquiries regarding a variety of department matters. Acts as liaison in coordinating calendars and matters between the assigned departments and other departments, staff, students, community members, and external entities.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- Modern office practices, procedures and equipment



- Current policies, laws and procedures
- Use of job-related software applications, including virtual meeting platforms
- Preparing and maintaining accurate records
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- General goals of public education

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

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

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

#### **JOB QUALIFICATIONS / REQUIREMENTS:**

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

#### **EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

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

**Work Experience Equivalency:**

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

**LICENSE(S) REQUIRED:**

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

**CERTIFICATIONS AND TESTING REQUIRED:**

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

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

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



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

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

**Meeting Date:** April 26, 2023

**Agenda Item:**

Discuss and approve the revised job class description for Educational Information Systems Manager

**Agenda Placement:**

Action

**Background:**

District Administration has presented the Personnel Commission with revised changes for the job class description of Educational Information Systems Manager. This job class description was approved back in January 2021 as part of the reorganization of the Department of Information Technology and Support Services. Since then, we have hired a new Director for this department and after further review we are proposing new revisions. This position supports the department with the design of highly effective systems of operational efficiencies and supervises assigned technical staff involved with the design, acquisition, deployment and/or maintenance of educational information systems intended to strengthen student achievement.

We previously conducted two recruitments back in March 2021 and June-July 2021. We have found out that this has been a difficult recruitment. Therefore, we are proposing adding new language highlighted in blue and strike out language highlighted in red to; the Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties and Tasks, and the Experience Required sections. These changes will ensure that we attract the qualified candidates that are needed for this recruitment.

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

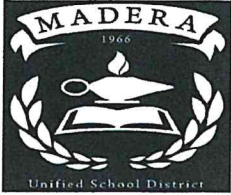
**Recommendation:**

It is recommended that the Personnel Commission approve the revised job description for Educational Information Systems Manager as presented.

Attachments:

Job Class Description: Educational Information Systems Manager





**CLASSIFIED**  
**Job Class Description**  
Equal Employment Opportunity

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

**EDUCATIONAL INFORMATION SYSTEMS MANAGER**

**DEPARTMENT/SITE:** Information Technology  
and Support Services

**REPORTS TO:** Director of Information  
Technology and Support Services

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 13

**WORK YEAR:** 261 Days

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Information Technology and Support Services, the Educational Information Systems Manager designs highly effective systems of operational efficiencies and supervises assigned technical staff involved with the design, acquisition, deployment and/or maintenance of educational information systems intended to strengthen student achievement. The incumbents in this classification provide the school community with current education technology systems and tools which, directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is a class that provides management/supervisory oversight and direction in the identification, planning, design and implementation of effective technologies to be available to teachers and administrators to enhance student learning and achievement. This class directs, trains, reviews, and assigns the work of a technical classified staff and works frequently with district staff, certificated teachers and administrators to identify and procure/create innovative applications of technology applications to support the educational and achievement goals of the District. meet District and site needs and student achievement goals.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

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

- Attends meetings and serves on committees and collaboration teams that plan, review and implement educational technology initiatives.
- Collaborates with the staffs of the Curriculum Instruction Department, various District departments and individual school sites as well as the Information Technology and Support Services Department to research, design, disseminate, and implement and support new and existing technology at enhancing that enhance student learning and achievement. These applications include but are not limited to educational technology and student achievement applications and systems.
- Coordinates, supervises and administers the evaluation, selection, acquisition, requisitioning and implementation of District educational technology systems, units and components.
- Develop SOPs (standard operating procedures) to document educational technology processes and educational technology/applications.
- Directs the operational and technical functionality of the District-wide instructional technology program.
- Evaluates the nature of user requests to ensure underlying true needs are identified and resolved.



- Gathers, analyzes, and evaluates information from multiple sources, reconciling conflicts; breaks high-level information into implementable detail, and summarizes low-level information into a general understanding from which implementation decisions can be made.
- Serves as a resource to the Information Technology and Support Services Department and District administrative team in formulating and planning the development and implementation of technology to support educational needs including computing hardware and software.
- Supervises and evaluates the performance of assigned personnel on a regular and timely basis, providing clear, constructive feedback to improve staff effectiveness in providing services; recommend performance improvement plans as needed, including disciplinary and other personnel related actions; ensure that assigned staff receive regular and up-to-date training in their assigned areas to keep up with changes in educational technology systems.
- Prepares technical studies and recommendations on the application, utility and feasibility of school-wide applications and systems; remains current and knowledgeable on new technology issues and developments; works collaboratively with others to prioritize and develops uses for new technology.
- Provides overall project management; assigns projects and tasks to staff; monitors, reviews and provides technical assistance to ensure the effective and efficient operation of assigned areas.
- Provides technical support for major implementation and conversions; ensures proper interaction of with vendors and stakeholders.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Project planning, organization, and direction
- Computer hardware, application support, and cloud-based Software as a Service (SaaS) systems related to education, student learning, student achievement, and educational accountability
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer to enter data, maintain records, and generate reports (proficiency required in Excel)
- Principles and practices of supervision and management
- Performance-based learning systems
- Laws, codes, regulations, policies, procedures and best practices applicable to technology systems that support student learning and achievement

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

- Plan, organize and administer analytical and efficiency systems for the District
- Communicate the operational aspects of systems and analytics to audiences with varying levels of expertise
- Maintain current knowledge of trends in educational technology as well as grow professionally and seek out new opportunities to learn and maintain a high level of expertise
- Provide technical guidance and recommendations concerning existing computer programs and systems and possible upgrades
- Establish and maintain collaborative, productive and effective working relationships with all levels of management, professional staff, elected officials, outside agencies and stakeholders, and the general public
- Coordinate activities, resolve issues or concerns, and exchange information to enhance and expand

- practices and procedures proven to raise student achievement
- Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels of the organization
- Prepare and make high quality and engaging presentations
- Clean and improve the quality of existing data and manipulate large, complex data sets into clear and easily understandable reports and systems for end users
- Demonstrate organizational loyalty and high ethical standards
- Maintain confidentiality of student data
- Maintain focus and appropriately allocate resources toward identified goals
- Think critically and creatively to assess situations and provide novel solutions
- Analyze situations accurately and adopt effective courses of action
- Negotiate skillfully in difficult situations and bring about viable solutions in a spirit of compromise and collaboration
- Communicate effectively and efficiently and understand and appropriately follow oral and written directions
- Work independently and effectively with minimum direction despite many interruptions and under time constraints
- Prepare comprehensive narrative and statistical reports
- Plan and organize work to meet schedules and deadlines
- Communicate with a wide variety of individuals using patience and courtesy in a manner that reflects positively on the District
- Actively participate in meeting District goals, objectives, and outcomes
- Apply integrity and trust in all situations

### **RESPONSIBILITY**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

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

### **EDUCATION REQUIRED:**

Bachelor's degree from an accredited college or university; coursework in mathematics, measurement, data analytics, research methods, statistical analysis or computer programming is highly desired. A Master's degree is preferred.

### **EXPERIENCE REQUIRED:**

At least three (3) years of experience in an educational or training environment involving extensive use of educational technology systems that make use of data and analytics to inform and improve instructions. Experience **should include including** the collection, manipulation and analysis of data **is highly desired**. **At least one of the One (1) or more years must have been of working** in a lead, supervisory or management capacity **is preferred**.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to meetings, training sessions, and conferences away from the office such as at school 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 in an office environment under minimal temperature variations and occasionally requires sitting for extended periods
- Lift, carry, push, pull and move equipment weighing up to 25 pounds
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents
- Use hands and fingers to grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions and assisting staff at school sites.
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with blood-borne pathogens and communicable diseases





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** April 26, 2023

**Agenda Item:**

Discuss and approve the proposed new job class description and recommended salary recommendation for Costume, Makeup and Hair Specialist

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification for Costume, Makeup and Hair Specialist. This job classification is under the general direction of the Director of Visual and Performing Arts. The Costume, Makeup, & Hair Specialist provides technical and artistic support for productions and courses, including the construction and maintenance of costumes and uniforms, providing design services when necessary, and performing related work as required at various district venues. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports 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
- Santa Rosa CCD
- State Center CCD
- Merced UHSD
- Stockton USD
- Visalia USD

Of the eight school districts surveyed, three had positions which were reviewed for the purpose of establishing an external salary comparison. All positions were considered good comparisons for the Costume, Makeup and Hair Specialist position and were sufficient matches on which to base a salary recommendation on the peer market comparison.

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 external calculated hourly rate amounts to Madera's classified salary schedule, the closest match is at Salary Range 40 (\$26.46 - \$34.80 hourly rate).

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



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

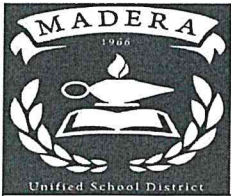
**Recommendation:**

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

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Costume, Makeup and Hair Specialist	New	SR 40 (\$26.46 - \$34.80 hourly rate) on the 2022/2023 Classified Salary Schedule

Attachments:

Job Class Descriptions and Salary Survey: Costume, Makeup and Hair Specialist



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

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

**NEW PROPOSED CLASSIFICATION TITLE:**  
**COSTUME, MAKEUP, & HAIR SPECIALIST**

**DEPARTMENT/SITE:** Visual and Performing Arts

**SALARY SCHEDULE:** Classified

**SALARY RANGE:** TBD

**WORK YEAR:** 261 Days

**REPORTS TO:** Director of Visual and Performing Arts

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Visual and Performing Arts, the Costume, Makeup, & Hair Specialist provides technical and artistic support for productions and courses, including the construction and maintenance of costumes and uniforms, providing design services when necessary, and performing related work as required at various district venues. The incumbents in this classification provide the school community with support in providing a quality arts program that 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 instructors in the instruction of students in costume and equipment construction, maintenance, and equipment use.
- Attends production meetings for performance events; collaborates with production team members.
- Coordinates costume labs at various sites, including tracking of assigned budgets.
- Coordinates, oversees, integrates, and participates in production areas beyond scenery, including the operation of other production equipment during productions.
- Drafts patterns, cut and construct costumes for events produced by the Arts department.
- Maintains costume and uniform storage, including the transportation, cleaning and repair of inventory; maintain records and inventories. Purchases materials needed for costume labs; research and purchase new equipment for costume labs; maintain lab equipment.
- Maintains essential reference binders (such as costume/makeup bible) for productions.
- Reads and researches plays and/or source materials to be produced.
- Serves as production manager for district events, when assigned.
- Supervise and schedule non-contracted staff, including students, as they work.
- Serves as production manager for district events, when assigned.
- Works with teachers and producers to coordinate and sequence activities and arrange details for



rehearsals and performances.

- 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:**

- Performing arts, acting, musical, concert, dance, and visual art production/presentation with concentration in creative aspects
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of productions, especially costume, makeup, and hair

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

- Ensure the production of multiple programs throughout the school year
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends, when required
- Teach and instruct others
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

## **RESPONSIBILITY:**

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

## **JOB QUALIFICATIONS / REQUIREMENTS:**

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

### **EDUCATION REQUIRED:**

High School diploma or equivalency.

### **EXPERIENCE REQUIRED:**

Three (3) years of production, costume and makeup experience, or professional stitching and makeup experience.

**EQUIVALENCY:** A Bachelor's degree from an accredited college in Theatre Arts (Technical Emphasis) or related field, or completion of a certified Fashion Design Program can be substituted for three years of experience.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

### **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 through District's provider at District's expense
- Within six months of employment, obtain Industry-standard and OSHA certification at District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

Work is performed indoors in a theater/shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or near electrical connections and tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 75 pounds and push, pull, and guide materials over 75 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations



**Salary Comparison Survey for COSTUME, MAKEUP & HAIR SPECIALIST  
Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
<b>Madera USD</b> (K-12) 21,148	Costume, Makeup & Hair Specialist	High school diploma or equivalency	Three (3) years of Production, Costume and Makeup experience or professional stitching and makeup experience. Bachelor's degree in Theatre Arts or related field can substitute for two (2) years of experience	Valid California Driver's license	\$TBD	\$TBD
<b>Central USD</b> (K-12) 15,841	No similar class to review					
<b>Clovis USD</b> (K-12) 43,654	Theater Technician Costumer	High school diploma or equivalency	Four (4) years' experience in carpentry and general maintenance. Experience with set/scenery construction is preferred	May require a valid driver's license	\$27.12	\$30.50
<b>Fresno USD</b> (K-12) 73,381	No similar class to review					
<b>Merced UHSD</b> (9-12) 10,748	No similar class to review					
<b>Santa Rosa Community College</b>	Theater Arts Costume Technician	Bachelor's degree in theater or related field. Candidates can file for equivalency based on a combination of education and experience	Increasingly responsible experience in managing a costume shop, including constructing and maintaining theatrical costumes. Previous experience in costume design is preferred	Valid California driver's license	\$33.21	\$40.39
<b>State Center CCD</b>	Costume Shop Manager	Associate's degree or certificate program in costume design, fashion design or closely related field	Two (2) years of progressively responsible experience in costume design and construction, or an equivalent combination of training and experience		\$24.08	\$29.61
<b>Stockton USD</b> (K-12) 36,190	No similar class to review					
<b>Visalia USD</b> (K-12) 32,000	No similar class to review					



**Salary Comparison Survey for COSTUME, MAKEUP & HAIR SPECIALIST  
Madera Unified School District**

				AVERAGE	\$27.47	\$33.50
				MEDIAN	\$25.12	\$30.50



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** April 26, 2023

**Agenda Item:**

Discuss and approve the proposed new job class description and recommended salary recommendation for Instrument Repair Specialist

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification for Instrument Repair Specialist. This job classification is under the general direction of the Director of Visual and Performing Arts. The Instrument Repair Specialist performs the evaluation, repairs, setups, maintenance, and distribution of brass, wind, string, and percussion instruments to student musicians, and performs related work as required. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports student learning and achievement.

**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
- Irvine USD
- Los Angeles USD
- Sweetwater UHS
- Stockton USD
- Visalia USD

Of the eight school districts surveyed, three districts had positions which were reviewed for the purpose of establishing an external salary comparison. All positions were considered good comparisons for the Instrument Repair Specialist position and were sufficient matches on which to base a salary recommendation on the peer market comparison. This job classification is specialized and difficult to find exact matches with other school districts.

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 external calculated hourly rate amounts to Madera's classified salary schedule, the closest salary match is at Range 40 (\$26.46 - \$34.80 hourly rate).

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



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

**Recommendation:**

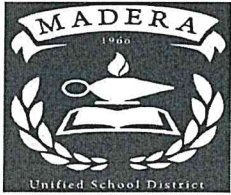
It is recommended that the Personnel Commission approve the proposed job class description with title of Instrument Repair Specialist and salary recommendation as listed on the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Instrument Repair Specialist	New	SR 40 (\$26.46 - \$34.80 hourly rate) on the 2022/2023 Classified Salary Schedule

Attachments:

Job Class Descriptions and Salary Survey: Instrument Repair Specialist





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

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

**NEW PROPOSED CLASSIFICATION TITLE:**  
**INSTRUMENT REPAIR SPECIALIST**

**DEPARTMENT/SITE:** Visual and Performing Arts

**SALARY SCHEDULE:** Classified

**SALARY RANGE:** TBD

**WORK YEAR:** 261 Days

**REPORTS TO:** Director of Visual and Performing Arts

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Visual and Performing Arts, the Instrument Repair Specialist performs evaluation, repairs, setups, maintenance, and distribution of brass, wind, string, and percussion instruments to student musicians, and performs related work as required. The incumbents in this classification provide the school community with support in providing a quality arts program that 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.*

- Cares for and maintains tools, equipment, and shop areas.
- Communicates with other departments, students, staff, and outside agencies to exchange information, coordinates activities, and resolves issues; performs emergency repairs as requested.
- Dismantles and reassembles instruments; removes keys, rods, corks, pads, and valves; cleans keys, hinges, tubes, rods, and bodies of instruments; replaces, and fits keys, pads, cork felts, and heads; aligns valves, and straighten slides; resets bridges, and repairs bows; determines salvage ability of damaged instruments; creates new parts for obsolete instruments.
- Maintains inventory of parts and supplies, and orders replacement inventory when necessary.
- Maintains records, provides reports, and records work data; utilizes an online inventory management system to ensure the availability of sufficient inventory and keep track of assets.
- Maintains work site and storage areas in a clean and orderly condition, protects building occupants from work site hazards.
- May participate in, or provides services for, production areas beyond Instrument Repair, including the operation of production equipment during productions.
- Performs skilled and semi-skilled work in connection with the maintenance, repair, and improvement of musical instruments, and equipment, including a variety of brass, woodwind, string, and percussion instruments and cases.
- Picks up and delivers instruments to various locations.

- Provides guidance to students and staff regarding the proper operation, care, and storage of instruments; serve as a resource to district staff, students, and others regarding instruments and instrument repair.
- Removes dents; chemically clean brass and woodwind instruments, including acid washings; polish and buff instruments.
- Sanitizes instruments after use so they can be distributed to new students.
- Supervises and schedules non-contracted staff, including students, as they work.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Methods, materials, tools, and equipment common to the servicing and repair of musical instruments
- Safety practices and procedures
- Current policies, laws and procedures of the District
- Principles and practices in brass, woodwind, string, and percussion musical instrument repair
- Operation of a variety of hand and power tools
- Chemicals used in cleaning instruments

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

- Support the performances by multiple programs throughout the school year
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Teach and instruct others
- Ensure that safety is a priority focus
- Proficiently play a brass, string, percussion, or woodwind instrument
- Build harmony among team members and convey aesthetic concepts

## **RESPONSIBILITY:**

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

## **JOB QUALIFICATIONS / REQUIREMENTS:**

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

### **EDUCATION REQUIRED:**

High School diploma or equivalency.

### **EXPERIENCE REQUIRED:**

Three (3) years of experience in the in the instrument repair field or in an approved musical repair program.



**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License
- Completion of a certified instrument repair program or equivalent is preferred but not 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 through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

Work is performed indoors in a shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools.

- Stand for extended periods of time and walk up to 100 yards
- Regularly lift and/or move up to 50 pounds; Lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations



# Salary Comparison Survey for INSTRUMENT REPAIR SPECIALIST

## Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (Hourly)	MAX STEP (Hourly)
Madera USD (K-12) 21,148	Instrument Repair Specialist	High school diploma or equivalency	Three (3) years of experience in the in the instrument repair field or in an approved musical repair program	Valid California Driver's license	\$ TBD	\$ TBD
Central USD (K-12) 15,841	No similar class to review					
Clovis USD (K-12) 43,654	No similar class to review					
Fresno USD (K-12) 73,381	No similar class to review					
Irvine USD (K-12) 35, 660	Maintenance Technician III - Instrument Repair	High school diploma or equivalency	Three (3) years of experience in the instrument repair field or in an approved musical repair program. Any combination of education and experience which would likely provide the qualification required	Valid California driver's license	\$27.42	\$34.17
Los Angeles USD	Woodwind Instrument Technician (contract as needed with hourly rate)	High school diploma or equivalency	Two (2) years of experience in the repair of woodwind instruments.	Valid California driver's license	\$35.58	\$35.58
Sweetwater Union High School (9-12) 37,060	Musical Instrument Technician	High school diploma or equivalency	Three (3) years of work experience in musical instrument repair	Valid California driver's license	\$28.63	\$40.83
Stockton USD (K-12) 36,190	No similar class to review					
Visalia USD (K-12) 32,000	No similar class to review		required. Experience in an educational setting is preferred			
				AVERAGE	\$30.54	\$36.86
				MEDIAN	\$28.63	\$35.58





## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** April 26, 2023

**Agenda Item:**

Discuss and approve the proposed new job class description and recommended salary recommendation for Lighting and Sound Specialist

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification for Lighting and Sound Specialist. This job classification is under the general direction of the Director of Visual and Performing Arts. The Lighting & Sound Specialist provides technical and artistic support for Performing Arts Productions and courses, including general safety training and supervision of equipment usage for rehearsals, performances, and events. The incumbent is an artisan charged with overseeing and working with students in the safe and effective execution of Audio, Visual, and Projection elements for arts productions; managing the use of production equipment and related storage/lab areas; supporting the use of the District's Performing Arts venues; and supervising the assembly of portable/flexible performance venues and stages at various district venues. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports student learning and achievement.

**Salary Survey**

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

- Central USD
- Clovis USD
- Folsom Cordova USD
- Fresno USD
- Merced City SD
- Merced UHSD
- Sanger USD
- Stockton USD
- Visalia USD

Of the nine school districts surveyed, four districts had positions which were reviewed for the purpose of establishing an external salary comparison. All positions were considered good comparisons for the Lighting and Sound Specialist position and were sufficient matches on which to base a salary recommendation on the peer market comparison. This job classification is specialized and difficult to find exact matches with other school districts.

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 external calculated hourly rate amounts to Madera's classified salary schedule, the closest salary match is at Salary Range 40 (\$26.46 - \$34.80 hourly rate).

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.



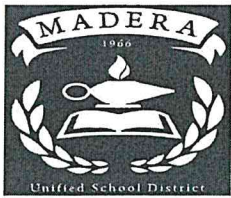
**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**Recommendation:**

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

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Lighting and Sound Specialist	New	SR 40 (\$26.46 - \$34.80 hourly rate) on the 2022/2023 Classified Salary Schedule





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

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

**NEW PROPOSED CLASSIFICATION TITLE:**  
**LIGHTING & SOUND SPECIALIST**

**DEPARTMENT/SITE:** Visual and Performing Arts

**SALARY SCHEDULE:** Classified

**SALARY RANGE:** TBD

**WORK YEAR:** 261 Days

**REPORTS TO:** Director of Visual and Performing Arts

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Visual and Performing Arts, Lighting & Sound Specialist Provides technical and artistic support for Performing Arts Productions and courses, including general safety training and supervision of equipment usage for rehearsals, performances, and events. The incumbent is an artisan charged with overseeing and working with students in the safe and effective execution of Audio, Visual, and Projection elements for arts productions; managing the use of production equipment and related storage/lab areas; supporting the use of the District's Performing Arts venues; and supervising the assembly of portable/flexible performance venues and stages at various district venues. The incumbents in this classification provide the school community with support in providing a quality arts program that 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 instructors in the instruction of students in lighting, sound, and projection implementation, use, and maintenance.
- Attends production meetings for performance events; collaborates with production team members when necessary.
- Coordinates, oversees, integrates, and participates in production areas beyond scenery, including the operation of other production equipment during productions.
- Coordinates production labs at various sites, including tracking of assigned budgets.
- Designs and plays back technical production content for productions/events, specifically audio (music, sound effects, etc.), lighting (color, spotlighting, effects, etc.) and projection (slide presentations, video, etc.).
- Installs and loads-in equipment in various venues, whether from the floor or through aerial rigging.
- Maintains equipment storage, including the transportation, cleaning and repair of inventory; maintain records and inventories.
- Maintains essential reference binders (such as lighting plots, instrument schedules, etc.) for productions.

- Performs maintenance, keep inventories, and organize equipment in lab, performance, storage, and classroom spaces.
- Prepares content for playback in the live environment, using computerized show control software on Mac and Windows Operating Systems.
- Purchases materials needed for production labs; researches and purchases new equipment for production labs and performance venues; maintains lab equipment.
- Reads and researches plays and/or source materials to be produced.
- Serves as a production manager for district events, when assigned.
- Supervises and schedules non-contracted staff, including students, as they work.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- 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:**

- Performing arts, acting, musical, concert, dance, and visual art production/presentation with a concentration in creative aspects
- Current policies, laws and procedures of the District
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of productions, especially lighting, sound, and projection

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

- Ensure the production of multiple programs throughout the school year
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions
- Display strong communication and organization skills
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends, when required
- Teach and instruct others
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

## **RESPONSIBILITY:**

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

## **JOB QUALIFICATIONS / REQUIREMENTS:**

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

## **EDUCATION REQUIRED:**

High School diploma or equivalency.



- Performs maintenance, keep inventories, and organize equipment in lab, performance, storage, and classroom spaces.
- Prepares content for playback in the live environment, using computerized show control software on Mac and Windows Operating Systems.
- Purchases materials needed for production labs; researches and purchases new equipment for production labs and performance venues; maintains lab equipment.
- Reads and researches plays and/or source materials to be produced.
- Serves as a production manager for district events, when assigned.
- Supervises and schedules non-contracted staff, including students, as they work.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- 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:**

- Performing arts, acting, musical, concert, dance, and visual art production/presentation with a concentration in creative aspects
- Current policies, laws and procedures of the District
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of productions, especially lighting, sound, and projection

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

- Ensure the production of multiple programs throughout the school year
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions
- Display strong communication and organization skills
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends, when required
- Teach and instruct others
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

## **RESPONSIBILITY:**

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

## **JOB QUALIFICATIONS / REQUIREMENTS:**

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

## **EDUCATION REQUIRED:**

High School diploma or equivalency



**EXPERIENCE REQUIRED:**

Two (2) years of Lighting, Sound, and Projection for Theatre Experience; or three (3) years of Professional Audio/Video operation, maintenance, and/or installation experience.

**EQUIVALENCY:** A Bachelor's degree from an accredited college in Theatre Arts (Technical Emphasis) or a related field can be substituted for two (2) years of experience.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

**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 through District's provider at District's expense
- Within 6 months of employment, obtain Industry-standard Rigging certification at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

Work is performed indoors in a theater/shop environment, in non-performance venues (such as gymnasiums), and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Regularly lift and/or move up to 55 pounds; Lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations



**Salary Comparison Survey for LIGHTING AND SOUND SPECIALIST**  
**Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES / CERTIFICATIONS	STEP 1 (Hourly)	MAX STEP (Hourly)
<b>Madera USD</b> (K-12) 21,148	<b>Lighting and Sound Specialist</b>	High school diploma or equivalency	Two (2) years of Lighting, Sound, and Projection for Theatre Experience, or 3 years of Professional A/V operation, maintenance, and/or installation experience. Bachelor's degree in Theatre Arts or related field can substitute for 2 years of experience	Valid California driver's license	\$TBD	\$TBD
<b>Central USD</b> (K-12) 15,841	<b>Theatre Technician</b>	Any combination equivalent to graduation from high school and	One (1) year technical stage production experience. Experience working in auditorium or theatre operations desirable	Possess a valid California Driver's License	\$24.62	\$29.98
<b>Clovis USD</b> (K-12) 43,654	<b>Lighting and Sound Technician</b>	B.A. in Theatre Arts or Music with a concentration in sound OR	Two (2) years' experience in a theatrical setting concentrating in sound recommended.	Requires a valid driver's license. A Rigging Certification	\$26.43	\$32.08
<b>Folsom Cordova USD</b> (K-12) 20,096	<b>Theater Technician</b>	Any combination equivalent to: two years college level course work in work theater technology, fine arts or related field	Four (4) years working in theater productions or related experience		\$29.19	\$49.88
<b>Fresno USD</b> (K-12) 73,381	<b>No similar class to review</b>					

**Salary Comparison Survey for LIGHTING AND SOUND SPECIALIST  
Madera Unified School District**

<b>Merced City School District</b> (K-8) 11,400	No similar class to review								
<b>Merced UHSD</b> (9-12) 10,748	No similar class to review								
<b>Sanger USD</b> (K-12) 11,360	No similar class to review								
<b>Stockton USD</b> (K-12) 36,190	No similar class to review								
<b>Visalia USD</b> (K-12) 28,884	<b>Theater Technician</b>	High school diploma or equivalent	At least three (3) years of experience working with stage electronic technology and equipment in a theater or related production facility with at least one year being an educational environment			\$22.98		\$30.75	
				<b>AVERAGE</b>	<b>\$25.80</b>			<b>\$35.67</b>	
				<b>MEDIAN</b>	<b>\$25.53</b>			<b>\$31.42</b>	





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** April 26, 2023

**Agenda Item:**

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

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification for Scenic Specialist. This job classification is under the general direction of the Director of Visual and Performing Arts. The Scenic Specialist provides technical and artistic support for Performing Arts Productions and courses, including general safety training and supervision of the use of power tools and equipment, hand tools, scenic materials, and stage equipment for rehearsals, performances, and events. The Scenic Specialist is an artisan charged with overseeing and working with students in the safe and effective execution of scenic elements for arts productions; managing the use of production equipment and related storage/lab areas; supporting the use of the District's Performing Arts venues; and supervising the assembly of portable/flexible performance venues and stages at various district venues. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports student learning and achievement.

**Salary Survey**

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

- Central USD
- Clovis USD
- City of La Habra
- Fresno USD
- California School of the Arts San Gabriel Valley
- Merced UHSD
- Sanger USD
- Stockton USD
- Visalia USD

Of the nine school districts and cities surveyed, four had positions which were reviewed for the purpose of establishing an external salary comparison. All positions were considered good comparisons for Scenic Specialist position and were sufficient matches on which to base a salary recommendation on the peer market comparison. This job classification is specialized and difficult to find exact matches with other school districts.

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 external calculated hourly rate amounts to Madera's classified salary schedule, the closest match is at Salary R40 (\$26.46 - \$34.80 hourly rate).

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.



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

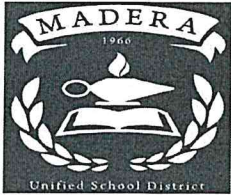
**Recommendation:**

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

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Scenic Specialist	New	SR 40 (\$26.46 - \$34.80 hourly rate) on the 2022/2023 Classified Salary Schedule

Attachments:

Job Class Descriptions and Salary Survey: Scenic Specialist



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

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

**NEW PROPOSED CLASSIFICATION TITLE:**  
**SCENIC SPECIALIST**

**DEPARTMENT/SITE:** Visual and Performing Arts

**SALARY SCHEDULE:** Classified

**SALARY RANGE:** TBD

**WORK YEAR:** 261 Days

**REPORTS TO:** Director of Visual and Performing Arts

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Visual and Performing Arts, the Scenic Specialist provides technical and artistic support for Performing Arts Productions and courses, including general safety training and supervision of use of the power tools and equipment, hand tools, scenic materials, and stage equipment for rehearsals, performances, and events. The Scenic Specialist is an artisan charged with overseeing and working with students in the safe and effective execution of scenic elements for arts productions; managing the use of production equipment and related storage/lab areas; supporting the use of the District's Performing Arts venues; and supervising the assembly of portable/flexible performance venues and stages at various district venues. The incumbents in this classification provide the school community with support in providing a quality arts program that 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 instructors in the instruction of students in scenic implementation, use, and maintenance.
- Constructs scenery using various carpentry and welding techniques, as well as other craft techniques such as foam, vac forming, etc.
- Coordinates production labs at various sites, including tracking of assigned budgets.
- Coordinates, oversees, integrates, and participates in production areas beyond scenery, including the operation of other production equipment during productions.
- Creates technical drawings and assembly plans from renderings.
- Designs scenery for various performing events.
- Installs staging and scenery in various venues, whether from the floor or through aerial rigging.
- Maintains equipment and tool storage, including the transportation, cleaning, and repair of inventory; maintain records and inventories.
- Maintains essential reference binders (such as scenery schedules) for productions.
- Operates various industrial tools, such as saws, drills, lathes, and aerial work platforms.
- Performs maintenance, keep inventories, and organize equipment and tools in shops, performance venues, storage areas, and classroom spaces.



- Purchased materials needed for production labs; research and purchase new equipment for production labs and performance venues; maintains lab equipment.
- Reads and researches plays and/or source materials to be produced.
- Serves as production manager for district events, when assigned.
- Supervises and schedules non-contracted staff, including students, as they work.
- When necessary, attend production meetings for performance events; collaborates with production team members.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- 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:**

- Performing arts, acting, musical, concert, dance, and visual art production/presentation with a concentration in creative aspects
- Current policies, laws and procedures of the District
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of productions, especially scenic

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

- Ensure the production of multiple programs throughout the school year
- Learn, interpret, explain and apply knowledge of District and department organization, operations, programs and functions
- Display strong communication and organization skills
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends, when required
- Teach and instruct others
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

## **RESPONSIBILITY:**

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

## **JOB QUALIFICATIONS / REQUIREMENTS:**

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

## **EDUCATION REQUIRED:**

High School diploma or equivalency.

**EXPERIENCE REQUIRED:**

Three (3) years of scenic carpentry or design for theatre experience, or 3 years of professional carpentry experience.

**EQUIVALENCY:** A Bachelor's degree from an accredited college in Theatre Arts (Technical Emphasis) or a related field can be substituted for three years of experience.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

**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 through District's provider at District's expense
- Within six months of employment, obtain Industry-standard Rigging certification at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

Work is performed indoors in a theater/shop environment, in non-performance venues (such as gymnasiums), and occasionally outdoors where safety considerations exist from physical labor and working with or near electrical connections and tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Regularly lift and/or move up to 60 pounds; Lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations



**Salary Comparison Survey for SCENIC SPECIALIST  
Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES / CERTIFICATES	STEP 1 (Hourly)	MAX STEP (Hourly)
<b>Madera USD</b> (K-12) 21,148	<b>Scenic Specialist</b>	High school diploma or equivalency. A bachelor's degree from an accredited college in Theatre Arts (Technical Emphasis) or a related field can be substituted for three years of experience	Three (3) of Scenic Carpentry or Design for Theatre Experience, or 3 years of Professional Carpentry, operation, maintenance, and installation experience	Valid California driver's license	<b>\$TBD</b>	<b>\$TBD</b>
<b>California School of the Arts San Gabriel Valley</b>	<b>Theatrical Master Carpenter</b>	Bachelor's degree from an accredited college or university program	Four (4) years of professional experience in scene shop environment within the theatre, performance and live event history		\$25.00	\$35.00
<b>Central USD</b> (K-12) 15,841	<b>No similar class to review</b>					
<b>City of La Mirada</b>	<b>Technical Director (Master Carpenter)</b>	High school diploma or equivalency	Three (3) years of applicable backstage theatre experience including supervisory experience and carpentry work or any combination of training and experience that would provide the required knowledge, skills and ability		\$32.23	\$40.19
<b>Clovis USD</b> (K-12) 43,654	<b>Theater Technician</b>	High school diploma or equivalency	Four (4) years of experience in carpentry and general maintenance. Experience with set/scenery construction is preferred	Valid California driver's license. Rigging certificate within a reasonable time	\$25.12	\$30.50
<b>Fresno USD</b> (K-12) 73,381	<b>No similar class to review</b>					



**Salary Comparison Survey for SCENIC SPECIALIST  
Madera Unified School District**

<b>Merced UHSD (9-12) 10,748</b>	<b>Theater Production Manager</b>	High school diploma or equivalency	Training or course work equivalent to two (2) years academic training in theater arts or stage production plus three (3) years' experience in technical theater stage production		\$22.79	\$33.65
<b>Sanger USD (K-12) 11,360</b>	No similar class to review					
<b>Stockton USD (K-12) 36,190</b>	No similar class to review					
				<b>AVERAGE MEDIAN</b>	<b>\$26.29 \$25.06</b>	<b>\$34.84 \$34.33</b>



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

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

**Meeting Date:** April 26, 2023

**Agenda Item:**

Information on the Personnel Commission Proposed Budget for FY 2023-2024

**Agenda Placement:**

Informational

**Background:**

The PC staff is bringing for your review the proposed budget for the 2023-2024 school year. As done in the past, the District Business Office computes the figures for the salaries and benefits to include mandated personnel costs, however, salary and benefit costs have not been finalized. The District has provided a ten percent increase to next year's budget to cover inflation costs.

The figures for the discretionary items, such as supplies, maintenance contracts, dues/membership, software license, etc., were projected based on this year's actual expenses and pre-planning for the 2023-2024 school year. We have a slight cost increase for next year's online software licenses for NEOGOV, Eskill, and CODESP.

Also, due to the creation of new job descriptions for the District an increase of cost in the area of recruitment advertisements is projected for the upcoming year.

This draft budget will allow a starting point for the Commission to discuss the budget and give direction to staff prior to the regular May meeting when a budget is scheduled for adoption. Education Code 45253 requires a budget be prepared by May 30 of each year.

**Recommendation:**

No action needed. The next regular PC meeting is on May 17, 2023; there is a scheduled public hearing before the adoption of the 2023-2024 school budget.



## 2023-24 Department Budget Allocation

Dept. 5260 - PERSONNEL COMM, RS 00000				
CLERICAL & OFFI,PERSONNEL/HUMAN	700.00	2,732.00	2,731.17	2,732.00
CLERICAL & OFFI,PERSONNEL/HUMAN	1,800.00	967.00	0.00	
0100-00000-0-0000-7400-2460-01-260-5260	2,500.00	3,699.00	2,731.17	2,732.00
Total for Object 2000	724.00	754.00	292.72	355.00
Total for Object 3000				Estimate
0100-00000-0-0000-7400-4300-00-260-5260	6,276.00	6,276.00	5,027.72	4,000.00
TRAVEL & CONFER,PERSONNEL/HUMAN	9,000.00	8,106.00	8,105.49	8,000.00
DUES & MEMBERSH,PERSONNEL/HUMAN	3,600.00	3,600.00	3,555.00	3,600.00
MAINTENANCE CON,PERSONNEL/HUMAN	250.00	250.00	250.00	250.00
DUPLICATING-D/C,PERSONNEL/HUMAN	50.00	50.00	20.00	50.00
PROFES'L/CONSUL,PERSONNEL/HUMAN	2,000.00	50,404.00	35,808.03	1,500.00
LEGAL,PERSONNEL/HUMAN	3,000.00	4,360.00	4,360.00	3,000.00
ADVERTISEMNT,PERSONNEL/HUMAN	3,000.00	8,000.00	2,804.00	7,313.00
HARDWARE/SOFTWA,PERSONNEL/HUMAN	17,600.00	17,600.00	17,577.66	22,000.00
Total for Object 5000	38,500.00	92,370.00	72,480.18	45,713.00
Total for Dept. 5260, RS 00000	48,000.00	103,099.00	80,531.79	52,800.00
2023-24 Base Budget +10% \$52,800.00				
Dept. 5261 - CLASS CONFERENCE, RS 00000				
OTHER CLASSIFIE,OTHER GENERAL A	15,000.00	15,000.00	0.00	14,000.00
0100-00000-0-0000-7200-2990-01-260-5261	5,378.00	5,378.00	0.00	4,200.00
Total for Object 3000				Estimate
0100-00000-0-0000-7200-4300-00-260-5261	9,122.00	9,122.00	479.15	12,800.00
DUPLICATING-D/C,OTHER GENERAL A	1,000.00	1,000.00	0.00	1,000.00
PROFES'L/CONSUL,OTHER GENERAL A	8,500.00	8,500.00	86.60	11,000.00
HARDWARE/SOFTWA,OTHER GENERAL A	1,000.00	1,000.00	999.00	1,000.00
Total for Object 5000	10,500.00	10,500.00	1,085.60	13,000.00
Total for Dept. 5261, RS 00000	40,000.00	40,000.00	1,564.75	44,000.00
2023-24 Base Budget +10% \$44,000.00				

Principal/Dept Head

Isabel Barreras

Date

4/5/2023