

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

**AGENDA  
Regular Meeting  
Wednesday, May 17, 2023**

**4:30 PM Public Meeting**

**OUR MISSION  
Highest Student Achievement  
A Safe and Orderly Learning Environment  
Financially Sound and Effective Organization**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Adoption of Agenda**

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to the adoption of the agenda.

**5. Public Comment**

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. Speakers will be recognized by the Chair.

**6. Consent Agenda**

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

**A. Approval of minutes:**

1. Approve the minutes from Wednesday, April 26, 2023, Regular Meeting

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

1. Accounting Technician II - Open/Competitive/Promotional
2. Receptionist - Promotional

**7. New Business**

- A. Discuss and approve the revised job classification of Senior Executive Assistant to the Superintendent and Board of Trustees
- B. Discuss and approve the proposed new job class description and recommended salary recommendation for the Chief Executive Assistant - Confidential
- C. Discuss and approve the revised job classification of Information Security Analyst
- D. Discuss and approve the proposed new job class description and recommended salary recommendation for the Information Security Specialist
- E. Discuss and approve the revised job class description of the Transportation Operations Assistant
- F. Public Hearing and Adoption of the 2023-2024 Personnel Commission Budget

**8. Information and Reports**

- A. Classified Quarterly Award Presentation
- B. Classification and Compensation Salary Study Update
- C. Director's Report
- D. Commissioner's Report

**9. Next Regular Personnel Commission Meeting**

Wednesday, June 21, 2023 at 4:30 pm  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

**11. Adjournment**



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

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

**Meeting Date:** May 17, 2023

**Agenda Item:**

Consideration and approval of the Minutes from April 26, 2023 Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the April 26, 2023 Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from the April 26, 2023 Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, April 26, 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, April 26, 2023 at 4:30 p.m.

**Roll Call**

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

Isabel Barreras, Director of Classified Human Resources  
Mary Siegl, Personnel Specialist Lead  
Joe Aiello, Assistant Superintendent of Human Resources  
Brandon Gilles, Director of Visual and Performing Arts  
Vicky Zamora, CSEA 1<sup>st</sup> Vice President

There was no other classified staff or visitors in attendance.

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

- Commissioner Hernandez called the meeting to order at 4:30 pm.
- Commissioner Hernandez led the flag salute.
- Mary Siegl, Personnel Specialist Lead, took the roll call. Commissioner Janzen was marked absent.

**2. Adoption of the Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the Agenda. MOTION NO. 63-2022/23.  
Ayes: Commissioners: Hernandez and Wheat  
Noes: None  
Absent: Janzen  
Abstained: None

**3. Communications**

- No comments were made.

**4. Adoption of the Consent Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the consent agenda. MOTION NO. 64 -2022/23.  
Ayes: Commissioners: Hernandez and Wheat  
Noes: None  
Absent: Janzen  
Abstained: None



## 5. New Business

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

- Director Barreras presented the District's request to place the new Director of Athletics and Community Activities at 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.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary placement at Range 31 Step 6 (\$145,169 yearly) of the Classified Management Salary Schedule for the Director of Athletics and Community Activities.

MOTION NO. 65-2022/23, DOCUMENT NO. 43-2022/23

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

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

- Director Barreras presented the District's request to place the new Supervisor of Safety and Security 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.
- It was moved by Commissioner Wheat, seconded by Commissioner Hernandez to approve the initial salary placement at Range 11 Step 5 (\$103,398 yearly) of the Classified Supervisory Salary Schedule for the Supervisor of Safety and Security. MOTION NO. 66-2022/23, DOCUMENT NO. 44-2022/23

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

### C. Discuss and approve the revised job classification description for Behavior Analyst

- Director Barreras presented the revised job classification for Behavior Analyst. Changes were made to allow the applicants the opportunity to obtain their Nonviolent Crisis Prevention Intervention (CPI) certification within the 6 months of date of hire.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Behavior Analyst. MOTION NO. 67-2022/23, DOCUMENT NO. 45-2022/23

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

**D. Discuss and approve the revised job class description for Executive Administrative Assistant**

- Director Barreras presented the revised job classification for Executive Administrative Assistant. The change is minor and it affects the reporting structure. 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.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Executive Administrative Assistant. MOTION NO. 68-2022/23, DOCUMENT NO. 46-2022/23

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

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

- Director Barreras presented the revised job classification for Educational Information Systems Manager. New revisions were requested to the job description by the new Director of Information and Technology and Support Services. Changes were made to the Purpose Statement, Distinguishing Characteristics, Essential Functions, Duties and Tasks and the Experience required sections.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Educational Information Systems Manager. MOTION NO. 69-2022/23, DOCUMENT NO. 47-2022/23

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

**F. Discuss and approve the new job classification and salary recommendation for Costume, Makeup and Hair Specialist**

- Director Barreras presented the new job classification, Costume, Makeup and Hair Specialist and salary recommendation of Range 40 (\$26.46-\$34.80 hourly rate) of the Classified Salary Schedule.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the new job classification and salary recommendation of Range 40 (\$26.36-\$34.80 hourly rate) of the Classified Salary Schedule for the Costume, Makeup and Hair Specialist. MOTION NO. 70-2022/23, DOCUMENT NO. 48-2022/23

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

**G. Discuss and approve the new job classification and salary recommendation for Instrument Repair Specialist**

- Director Barreras presented the new job classification, Instrument Repair Specialist and salary recommendation of Range 40 (\$26.46-\$34.80 hourly rate) of the Classified Salary Schedule.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the new job classification and salary recommendation of Range 40 (\$26.36-\$34.80

hourly rate) of the Classified Salary Schedule for the Instrument Repair Specialist position.  
MOTION NO. 71-2022/23, DOCUMENT NO. 49-2022/23

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

**H. Discuss and approve the new job classification and salary recommendation for Lighting and Sound Specialist**

- Director Barreras presented the new job classification, Lighting and Sound Specialist and salary recommendation of Range 40 (\$26.46-\$34.80 hourly rate) of the Classified Salary Schedule.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the new job classification and salary recommendation of Range 40 (\$26.36-\$34.80 hourly rate) of the Classified Salary Schedule for the Lighting and Sound Specialist.

MOTION NO. 72-2022/23, DOCUMENT NO. 50-2022/23

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

**I. Discuss and approve the new job classification and salary recommendation for Scenic Specialist**

- Director Barreras presented the new job classification, Scenic Specialist and salary recommendation of Range 40 (\$26.46-\$34.80 hourly rate) of the Classified Salary Schedule.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the new job classification and salary recommendation of Range 40 (\$26.36-\$34.80 hourly rate) of the Classified Salary Schedule for Scenic Specialist. MOTION NO. 73-2022/23, DOCUMENT NO. 51-2022/23

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

**6. Informational and Reports**

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

- Director Barreras presented information regarding the Personnel Commission 2023/2024 proposed budget. The District has provided a ten percent increase to next year's budget to cover inflation costs. There will be a public hearing before the adoption of the budget at the next regular Personnel Commission meeting scheduled for May 17, 2023.

**B. Director's Report**

- Director Barreras reported that the PC office continues to stay busy with recruitments and drafting new job descriptions and salary surveys. We are trying to meet our goal of completing all job descriptions, recruit and hire before the new school year.
- Director Barreras reported that the Phase 4 salary study was received. The Steering Committee is meeting on May 4<sup>th</sup> to review and determine the next steps. We are working on a possible public joint workshop with the BOTs,

Commissioners, Consultants, this will help answer questions on the entire classification and compensation study. I will be sending an update to the Commission.

- The PC office attended the Madera County Job Fair that was held on April 13, hosted by Workforce Investment Center and it was well attended.
- Director Barreras continues to stay busy with CSPCA. We started the Champions for Leadership Program and the Merit Academy. She is also chairing the Vendor/Sponsorship Committee for the 2024 CSPCA Conference. She thanked the Commissioners for allowing her to continue to work and represent the District and Personnel Commission at the state level.
- We are 47 days away from the Classified Conference. We have over 30 workshop topics and around 600 employees registered. We are super excited to put on an excellent conference for our classified this year. If you have not signed up for the conference, please do so. Commissioner Hernandez is signed up.
- We just completed three scheduled – Saturday Cohort Workshops for the Classified Employee Teacher Grant recipients. We started with February and March and the last one was in April.

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

- Commissioner Wheat discussed how beneficial the CSCPA conference was.
- Vicky Zamora, CSEA 1<sup>st</sup> Vice President, invited the Commissioners to attend the annual CSEA Employee Luncheon on Wednesday, May 24<sup>th</sup> from 10 am to 3pm at the Maintenance Department.

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

- Wednesday, May 17, 2023 at 4:30 pm  
Madera Unified School District Office - Boardroom  
1902 Howard Road  
Madera, California 93637

#### **8. Suggested Future Agenda Items**

- No suggestions were made.

#### **9. Adjournment**

- Commissioner Hernandez adjourned the meeting 5:11 pm.

  
Isabel Barreras, Director of Classified HR

Date: April 27, 2023



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

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

**Meeting Date:** May 17, 2023

**Agenda Item:**

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

**Agenda Placement:**

Consent

**Background:**

Eligibility Lists has been placed on the agenda as a Consent Item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Accounting Technician II - Open/Competitive/Promotional
2. Receptionist - Promotional

**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:** May 17, 2023

**Agenda Item:**

Discuss and approve the revised job classification of Senior Executive Assistant to the Superintendent and Board of Trustees

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to revise the job description of Senior Executive Assistant to the Superintendent and Board of Trustees. This position is under the direction of the Superintendent and Board of Trustees. The added language is highlighted in blue and the strike out language is in listed in red within the Distinguishing Characteristics and Essential Functions, Duties and Tasks, and Purpose Statement of the job classification. These changes will bring the job classification up to date. This position is now the ~~seventh~~ ~~ninth level~~ ~~out of ten~~ in the career ladder pathway for the Administrative Assistant Series which falls under the new Chief Executive Assistant position that was recently created.

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.

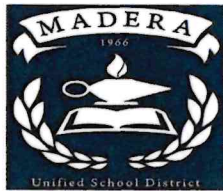
**Recommendation:**

It is recommended that the Personnel Commission approve the revised job classification of Senior Executive Assistant to the Superintendent and Board of Trustees.

**Attachments:**

Job Classification Description: Senior Executive Assistant to the Superintendent and Board of Trustees





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

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

**SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT  
AND BOARD OF TRUSTEES**

DEPARTMENT/SITE: Office of the  
Superintendent

SALARY SCHEDULE: Classified Confidential  
SALARY RANGE: 11  
WORK CALENDAR: 261 Days

REPORTS TO: Superintendent

FLSA: Non-Exempt

**PURPOSE STATEMENT:**

Under the direction of the Superintendent, the Senior Executive Assistant to the Superintendent and Board of Trustees ~~supervises~~ and performs highly responsible confidential and complex executive assistant duties; exercises independent judgment to assist the Superintendent in administrative detail requiring considerable knowledge in the use and interpretation of District policies and procedures. ~~Supervises and p-~~Performs responsible secretarial duties for the Board of Education involving coordination, preparation and dissemination of Board agendas and minutes, Board-appointed committees and maintaining the Board calendar. The incumbent in this classification provides the school community with complex executive assistant duties, in support of the Superintendent and the Board of Trustees, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the ~~seventh~~ ~~ninth~~ level ~~out of ten~~ in the Administrative Assistant Series. The Senior Executive Assistant to the Superintendent and the Board of Trustees performs highly complex executive administrative assistant duties in support of the office of the District Superintendent and the Board of Trustees.

**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.*

- Answers questions during Board Meetings, upon request from Superintendent and/or Board Trustees.
- Attends Agenda Review meetings with Board leadership and the Superintendent to provide information to all concerned regarding modifications of agenda items and/or to relate directions from the Superintendent or the Board Trustees; supports the Superintendent with the preparation of Board agendas and minutes; prepares and distributes Board Agendas for Regular and Special Board meetings.
- Attends and provides assistance to the Superintendent during executive cabinet-level meetings; takes notes and follows up with staff actions taken during the meetings.
- Attends conferences and trainings upon request of the Superintendent or Board of Trustees.
- Communicates with outside organizations such as school districts, legal offices, media, elected official's offices, higher education administration, etc.
- Consults with legal counsel as requested by Superintendent and the Board of Trustees.
- Coordinates the annual employee recognition program "Service with Pride" and other District events as needed.
- Maintains calendars for the Superintendent and the Board of Trustees; arranges for meetings of the

- Superintendent with various groups within and outside the District; makes travel arrangements for the Superintendent and the Board of Trustees as required.
- Maintains the Superintendent and Board of Trustees web pages on the District website.
- Oversees and coordinates ~~Superintendent's executive cabinet level meetings,~~ Board meetings, Board Agenda Reviews meetings, individual meetings with staff and/or members of the community.
- Oversees and maintains the operating budget of the Superintendent's Office and for the Board of Trustees; monitors expenditures according to established guidelines.
- Oversees the accuracy of all correspondence, reference policies, rules and regulations prepared in written form on behalf of the Superintendent and Board of Trustees before it is made public; reviews and edits written material prepared by others.
- ~~Oversees, supervises, assigns, and reviews the work of office personnel (e.g., Executive Assistant — Confidential, Administrative Assistant V — Confidential) in the Superintendent's office.~~
- Performs basic to immediate image editing, typesetting, and layout for materials to be printed for the Superintendent's Office, such as event programs, meeting agendas, letterhead, newsletters, promotional items, and signage.
- Prepares reports and meeting minutes for distribution (e.g., Board minutes, Board Newsletters, Student Voice minutes, compilation of various journalism reports) to inform and maintain communication with relevant District groups.
- ~~Provides direction to executive cabinet level members' administrative assistants for the purposes of planning, coordinating, monitoring board agenda processes, established timelines, procedures, and standards of quality on special assignments and/or projects, etc.~~
- Provides information in accordance with established procedures and policies, refers problems requiring technical answers to appropriate administrators, and resolves problems or concerns as established through office protocols and procedures.
- Reviews and revises board policies and bylaws as needed and recommended by the California School Board Association (CSBA) as needed.
- Serves as a liaison between the Superintendent and the Board of Trustees when needed; serves as Secretary of the Board at Regular and Special Board meetings; supports the Board of Trustees, including Student Board Members, to ensure Board meetings and agendas are under Brown Act compliance.
- ~~Supervises and a~~ Administers the day-to-day activities and functions of the Superintendent's Office utilizing a high degree of independent judgment and initiative in coordinating and performing highly complex, technical, and responsible functions of the office ~~; acts as office manager in the Superintendent's Office.~~
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Modern office practices, procedures and equipment
- Current policies, laws and procedures
- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- 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 and/or Google Suite tools, and other applicable software applications
- Principles of supervision, office management and organization



- District policies and procedures associated with educational processes
- District organization and locations.
- 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
- Establish and maintain positive working relationships with representatives of local communications media, community, and employee organizations
- Display strong organizational skills and writing skills
- 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 and a high degree of professionalism, including discretion and attention to confidentiality
- Take and transcribe notes and/or meeting minutes recollections accurately
- 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; a second language (usually Spanish) may be required
- Perform independently 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 some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

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

**EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

Seven (7) years of increasingly responsible secretarial and Executive Administrative Assistant work, that includes one or more of the following levels of the Administrative Assistant Series: V, VI, or the Executive Administrative Assistant and/or Executive Administrative Assistant - Confidential; **OR**; an equivalency of work experience performed from another educational institution or agency in the capacity of an Executive Administrative Assistant in the Administrative Assistant Series within the Madera Unified School District.

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
- This position is listed as Exempt per Ed Code 45272, section (b) (filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the District Superintendent and determined by the Personnel Commission)
- 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:** May 17, 2023

**Agenda Item:**

Discuss and approve the proposed new job class description and recommended salary recommendation for the Chief Executive Assistant - Confidential

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification for the Chief Executive Assistant - Confidential. This job is under the general direction of the Superintendent. The Chief Executive Cabinet Assistant – Confidential leads strategic and tactical initiatives and projects as assigned by the Superintendent Executive Cabinet, Board of Trustees, Superintendent, and Deputy Superintendent to ensure the viable operations of the District and expand practices proven to raise student achievement; maintains constant and timely communication with the Superintendent regarding the day-to-day operation of the District; ensures the Superintendent's directives are implemented and represents the District as directed; receives and resolves concerns from staff, administrators, and the public in a timely manner to provide high quality services and ensure the credibility and integrity of the District, which directly support student learning and achievement.

This is the highest level in the Administrative Assistant Series. The Chief Executive Assistant performs highly responsible, confidential and complex administrative duties for the Superintendent Executive Cabinet, Board of Trustees, Superintendent and Deputy Superintendent. The incumbent works closely and serves as the primary point of contact with high-level administrators, executives, and elected officials and members of the public. [This position is listed as Exempt per Ed Code 45272, section \(b\).](#)

**Salary Survey**

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

- Central USD
- Clovis USD
- Fresno USD
- Merced City SD
- Modesto City School District
- Sanger USD
- Stockton USD
- Visalia USD





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

Of the eight school districts surveyed, two districts had positions which were reviewed for the purpose of establishing an external salary comparison. Both positions were considered good comparisons for the Chief Executive Assistant - Confidential position and were used as sufficient matches on which to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the average-range step of 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 yearly salary to Madera's salary schedule, the closest match is at Salary Range 16 (\$83,001.71 to \$108,102.31 yearly) of Classified Confidential Salary Schedule.

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

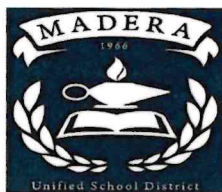
### **Recommendation:**

It is recommended that the Personnel Commission approve the proposed job class description with title of Chief Executive Assistant 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>
Chief Executive Assistant - Confidential	New	SR 16 (\$83,001.71 to \$108,102.31 yearly) on the 2023/2024 Classified Confidential Salary Schedule

### **Attachments:**

Job Classification Description and Salary Survey: Chief Executive Assistant - Confidential



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

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

**NEW PROPOSED CLASSIFICATION TITLE:**  
**CHIEF EXECUTIVE ASSISTANT**

<b>DEPARTMENT/SITE:</b>	Office of the Superintendent	<b>SALARY SCHEDULE:</b>	Classified Confidential
		<b>SALARY RANGE:</b>	TBD
		<b>WORK CALENDAR:</b>	261 Days
<b>REPORTS TO:</b>	Superintendent and/or Deputy Superintendent	<b>FLSA:</b>	Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Superintendent, the Chief Executive Cabinet Assistant – Confidential leads strategic and tactical initiatives and projects as assigned by the Superintendent Executive Cabinet, Board of Trustees, Superintendent, and Deputy Superintendent to ensure the viable operations of the District and expand practices proven to raise student achievement; maintains constant and timely communication with the Superintendent regarding the day-to-day operation of the District; ensures the Superintendent's directives are implemented and represents the District as directed; receives and resolves concerns from staff, administrators, and the public in a timely manner to provide high quality services and ensure the credibility and integrity of the District, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

This is the highest level in the Administrative Assistant Series. The Chief Executive Assistant performs highly responsible, confidential and complex administrative duties for the Superintendent Executive Cabinet, Board of Trustees, Superintendent and Deputy Superintendent. The incumbent works closely and serves as the primary point of contact with high-level administrators, executives, and elected officials and members of the public.

**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.*

- Acts as the responsible designee for channeling incoming correspondence directed to the Superintendent's Office to appropriate personnel for action or information; conserve the Superintendent's time by reading, researching, responding to, and routing correspondence and email; collect and analyze information to ensure accuracy of data for reporting and presentation of information.
- Attends conferences and trainings upon request of the Superintendent or Board of Trustees.
- Communicates and collaborates with other administrators, district personnel, outside organizations, families, and community to coordinate activities and programs to improve learning and teaching in classrooms to eliminate the achievement gap.
- Directs and/or prepares and maintains a variety of narrative and statistical reports, records, correspondence and files related to assigned services, activities, and operations; analyzes, interprets, and provides recommendations to the Superintendent concerning District issues and other matters to meet the needs of students, families and the community.
- Facilitates timely communication among District administrators and staff to ensure efficient and effective services to schools in support of providing students a variety of options and activities to stay in school on target to graduate.



- Maintains contact with the Governing Board, employee groups, professional organizations, legal counsel, media and government on behalf of the Superintendent as directed.
- Organizes, coordinates or directs work on special projects as assigned by the Superintendent or Deputy Superintendent to accomplish stated goals; conducts research and assumes responsibility for the compilation of records and reports requested by the Superintendent or Deputy Superintendent.
- Oversees and coordinates Superintendent's executive cabinet-level meeting.
- Provides direction to executive cabinet-level members' administrative assistants for the purposes of planning, coordinating, monitoring board agenda processes, established timelines, procedures, and standards of quality on special assignments and/or projects, etc.
- Provides information on established District policies and procedures; serves as a liaison between the Superintendent's Office and members of the community, families, and staff; represents the Superintendent on District and community boards and committees as assigned; participates in District Board of Trustees committee meetings, and other activities deemed necessary by the Superintendent.
- Provides technical expertise, information, and assistance to the Superintendent or Deputy Superintendent regarding assigned functions, unusual trends, or problems, and recommends appropriate corrective action.
- Researches material through various resources for information to support the Superintendent's action in the development of policies, budgets, external reports and Governing Board requests.
- Travels to school sites and other agencies/organizations as required for the management and support of the Superintendent and Board of Trustees.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Modern office practices, procedures and equipment
- Current policies, laws and procedures
- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- 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 and/or Google Suite tools, and other applicable software applications
- Principles of supervision, office management and organization
- District policies and procedures associated with educational processes
- District organization and locations.
- General goals of public education

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

- Keyboard accurately at an acceptable rate of speed
- Read, interpret, apply, and explain current rules, regulations, policies, and procedures pertaining to the specialized areas of the position
- Display strong communication, organizational and writing skills
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Maintain confidentiality of personnel files

- Communicate with staff and the public using patience, and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- 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
- Plan, organize and prioritize interdepartmental work in order to meet calendars and timelines
- 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
- Establish and maintain positive working relationships with staff, community, and employee organizations

### **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. 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:**

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

### **EXPERIENCE REQUIRED:**

Five (5) years of progressively responsible senior management experience working with high-level administrators, executives and elected officials with the demonstrated ability to effectively interact with all levels of management. Experience working in a school district environment is preferred.

**OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

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

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

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

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- This position is listed as Exempt per Ed Code 45272, section (b) (filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the District Superintendent and determined by the Personnel Commission)
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

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

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

- Work is primarily indoors and requires sitting for extended periods
- 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

DRAFT



**Salary Comparison Survey for Chief Executive Assistant - Confidential**  
**Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (Yearly)	MAX STEP (Yearly)
Madera USD (K-12) 21,148	Executive Cabinet Special Assistant - Confidential	Bachelor's Degree in Education, Psychology, Public/Business Administration, Organizational Development, or other related field from an accredited college or university.	Five (5) years of progressively responsible senior management experience working with high-level administrators, executives and elected officials with the demonstrated ability to effectively interact with all levels of management. Experience working in a school district environment is preferred.	Valid California Driver's license	\$	\$
Central USD (K-12) 15,841	No Comparison					
Clovis USD (K-12) 43,654	No similar class to review					
Fresno USD (K-12) 73,381	No similar class to review					
Merced City SD (K-8) 11,400	No similar class to review					
Modesto City School District	No similar class to review					
Sanger USD (K-12) 11,360	No similar class to review					
Stockton USD (K-12) 36,190	Chief Executive Assistant	Any combination of education, training and experience equivalent to the completion of the twelfth grade and five (5) years of broad and varied and	Five (5) years of broad, varied and increasingly responsible secretarial and administrative work, including two years in oversight of work performed preferably in the field of public education. College education may be	Valid California driver's license Valid First Aid/CPR certification.	\$83,650	\$101,677

**Salary Comparison Survey for Chief Executive Assistant - Confidential**  
**Madera Unified School District**

			increasingly responsible secretarial and administrative work, including two years in oversight of work performed preferably in the field of public	substituted for the required experience on a year for year basis.			
Visalia USD (K-12) 32,000	Board Manager	Associate's degree in business, public administration, communications or related field is required.	Five (5) years of progressively responsible related experience working with high- level administrators, executives and elected officials with the demonstrated ability to effectively interact with all levels of management.	Hold and maintain a valid California Driver License at all times.	\$100,384	\$113,421	
				AVERAGE	\$92,017	\$107,549	





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

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

**Meeting Date:** May 17, 2023

**Agenda Item:**

Discuss and approve the revised job classification of Information Security Analyst

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to revise the job description Information Security Analyst. This position was created during the COVID Pandemic and the District is now adding an additional position to support the Information Security Analyst. The added changes are highlighted in blue under the sections of the Distinguishing Characteristics, Essential Functions, Duties and Tasks, and Knowledge, Skills and Abilities, and Education Required. The strike out language is highlighted in red.

This position is the second level in the Information Security Series. The Information Security Analyst is at an advanced level and plans, designs, tests, implements and maintains security infrastructures to ensure the integrity, operation, functionality, reliability and redundancy of all technology-supported networks, servers, systems and data storage/retrieval capability of the District. The Information Security Analyst will provide the day to day work assignments to the Information Security Specialist.

These changes will update the job description and build on the career ladder pathway within the Department of Information Technology 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 Information Security Analyst.

Attachments:

Job Classification Description: Information Security Analyst



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

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

**INFORMATION SECURITY ANALYST**

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

**SALARY SCHEDULE:** Classified

**SALARY RANGE:** 57

**WORK YEAR:** 261 Days

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

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Information Technology or designee, the Information Security Analyst designs, facilitates and maintains network security policies, standards, forms, and procedures to protect District information systems against unauthorized access and attacks in order to ensure a safe and reliable learning and working environment; implements Board-approved Acceptable Use Policies for both student, parent and staff computer and network use; ensures that security policies and configurations are applied and maintained for routers, switches, remote access devices, firewalls, servers, desktops, laptops, and other network devices. The incumbents in this classification provide the school community with a safe and reliable technological environment that supports, facilitates, and promotes student learning.

**DISTINGUISHING CHARACTERISTICS**

This is the second level in the Information Security Series. The Information Security Analyst is at an advanced level and plans, designs, tests, implements and maintains security infrastructures to ensure the integrity, operation, functionality, reliability and redundancy of all technology-supported networks, servers, systems and data storage/retrieval capability of the District. The Information Security Analyst will provide the day to day work assignments to the Information Security Specialist.

**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.*

- Analyzes, recommends, and implements changes to security reconfigurations and executes changes as required.
- Analyzes, recommends, and implements changes to user permissions in District systems and cloud services.
- Assists with the implementation of network equipment as needed, including physical installation of network equipment.
- Configures RADIUS (Remote Authentication Dial-In User Service) and similar systems to facilitate secure network authentication on wireless access points, wired Ethernet connections, web servers, routers, switches, firewalls, as well as other network devices.
- Configures tests, updates, and monitors auditing systems and/or appliances that safeguard and maintain logs of students, teachers, outside contractors, and staff activities.
- Creates complex scripts for the purpose of monitoring systems, diagnostics, problem correction and for



automating routine tasks.

- Designs, configures, tests, updates and monitors auditing systems and/or appliances that safeguard and maintain logs of students, teachers, outside contractors, and staff activities.
- Designs, implements and reports on IT security performance results, audits, recommendations and end-user activity audits.
- Assist with the designs, and implementation, troubleshoots and maintains of the identity management systems that integrate with sources of authority systems, LDAP (Lightweight Directory Access Protocol) controls, and email services in relation to information systems security.
- Designs, implements, troubleshoots and maintains identity management systems that integrate with sources of authority systems, LDAP (Lightweight Directory Access Protocol) controls, and email services.
- Designs, tests, implements and maintains a variety of network equipment and configurations including, but not limited to cloud services, enterprise firewalls, content filters, core and edge routers, core and edge switches, wireless access points, network object groups, VoIP equipment, VLAN (virtual area network), NAT (Network Address Translation) addressing rulesets, RADIUS, and other access control lists in relation to network security.
- Develops and implements enforcement policies, procedures and associated plans such as but not limited to system security administration, user system access, disaster recovery, and incident response plans based on industry best practices and recommendations.
- Develops, Trains and provides clear direction and guidance to staff and users as required regarding assigned programs and in support of professional learning, including cyber security awareness training.
- Plans, monitors, secures, tests, upgrades and maintains the District's network security infrastructures consisting of elements of networks, desktops, servers, cloud services, and other network-attached devices.
- Prepares written technical documentation, training materials, standards, reports, and other documents as assigned; reviews documents for accuracy and completeness.
- Provides technical assessments of information security alerts, including but not limited to malware analysis, packet-level analysis, and system level forensics analysis.
- Recommends and implements security-related policies for user account creation, user password standards, access control lists, software installation and standards, hardware security standards, and network access to ensure the safety, confidentiality and integrity of District information.
- Recommends, coordinates and implements group policies as applicable to support students, conducts computer forensic investigations on District hardware, software and/or cloud services as needed.
- Recommends email policies to ensure that computers and networks are used appropriately and to protect students and staff from receiving email from unapproved sources.
- Responds to help desk inquiries when required.
- Reviews and audits security policies and procedures to ensure policies are being implemented accordingly.
- Reviews, maintains, and modifies of the District's data backup schedules to ensure District resources are properly and safely backed up based on the District's Standard Operating Procedures.
- Serves as project leader to support the effective operation of the department in collaborating with multiple stakeholders throughout the District during large, interdepartmental projects in relation to Information Security.
- Travels to user sites as appropriate to meet the needs of students and staff.
- Utilizes security tools to detect, investigate and defend against information and security incidents targeting the District's IT Systems and data.
- Works additional hours and on extended assignments, including evenings and weekends, to accommodate testing, support, maintenance, and potential call back for emergencies and project deadlines.
- Works with vendors to evaluate solutions to District needs.
- Perform 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:**

- Principals of systems analysis
- MITRE ATT&CK framework techniques or similar frameworks
- Operating systems and scripting languages used by the District
- Mainframe Enterprise Server environments and personal computers, LAN's (Local Area Networks), WAN's (Wide Area Networks) and convergent technologies, TCP/IP (Transmission Control Protocol/Internet Protocol), UDP (User Datagram Protocol) and ARP (Address Resolution Protocol)
- Layer 2-5 network security protocols
- Security analysis tools and methods
- Network protocol analyzers and packet decoding
- A variety of enterprise class server platforms, to include current Microsoft, Linux, VMWare or Unix variants
- Methods of managing large enterprise network and distributed system environments
- LAN/WAN protocols and topologies
- Network routing and switching technologies (HP and Cisco preferred)
- Firewalls, remote access, QoS (Quality of Service) and traffic management
- Network and server security policy implementation
- Disaster Recovery (DR) projects or maintenance of DR environments
- Layer 2 network technologies including switches, VLANs, QoS, spanning tree/RSTP/MSTP (rapid spanning tree/multiple spanning tree protocol) and 802.1q. Wireless management and related technologies
- Interpersonal skills using tact, patience and courtesy
- RADIUS servers and 802.1x network access protocols
- VoIP/SIP (Session Initiation Protocol) in a production environment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- 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)
- Laws, codes, regulations, policies, procedures and best practices applicable to network security

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

- Script in either PowerShell or PHP (Hypertext Preprocessor).
- Effectively utilize computer security monitoring and analysis tools
- Adhere to safety practices
- Operate computer equipment and related peripherals
- Plan and manage projects
- Install and maintain electronic equipment
- Communicate, understand and follow both oral and written directions effectively
- Analyze situations accurately and adopt an effective course of action
- Plan, prioritize and organize work to meet schedules and timelines
- Analyze system requirements and establish system procedures



- Communicate with and understand user needs and systems requirements
- Read, understand, explain and implement technical material from manuals and journals
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Multitask and perform in a fast paced, critical environment
- Initiate and demonstrate flexibility in the prioritization of responsibilities
- Analyze and troubleshoot situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Learn District organization, operations, policies, objectives and goals
- Provide technical guidance and recommendations concerning existing computer security protocols, programs, systems, and possible upgrades
- Demonstrate organizational loyalty and high ethical standards
- Think critically and creatively to assess situations and provide novel solutions
- Analyze situations accurately and adopt effective courses of action
- 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
- Plan and organize work to meet schedules and deadlines

### **RESPONSIBILITY**

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to 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:**

Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, or closely related field. Additional qualifying experience beyond the four (4) years required, may be substituted for the required education on the basis of one year of experience for 24 semester/45 quarter units of coursework; **OR; Associates degree from an accredited college or university with a major in Computer Science, Information Systems, or closely related field AND possess an industry cybersecurity certification such as an SCCP (Systems Security Certified Practitioner) offered by (ISC)<sup>2</sup> (International Information Systems Security Certification Consortium) or CompTIA Security+ or similar.**

### **EXPERIENCE REQUIRED:**

Four (4) years of professional experience in systems design, development, scripting, network design, administration, and optimization in a large LAN/WAN production environment. At least one (1) year of this experience must have included the primary responsibility for network, server, and systems security similar to those described in the essential functions above.

**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 and move equipment weighing up to 50 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:** May 17, 2023

**Agenda Item:**

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

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification for the Information Security Specialist. This job is under the general direction of the Director of Information Technology & Support Services. The Information Security Specialist, facilitates and assists in maintaining the network security policies, standards, forms, and procedures to protect District information systems against unauthorized access and attacks in order to ensure a safe and reliable learning and working environment; implements Board-approved Acceptable Use Policies for both students, parents and staff computer and network usage; ensures that security policies and configurations are applied and maintained for routers, switches, remote access devices, firewalls, servers, desktops, laptops, and other network devices. The incumbents in this classification provide the school community with a safe and reliable technological environment that supports, facilitates, and promotes student learning.

This is the first level in the Information Security Series. The day-to-day work assignments, priorities, and coordination are typically provided by the Information Security Analyst. This job classification will build on the career ladder pathway within the Department of Information Technology and Support Services.

**Salary Survey**

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

- Central USD
- Clovis USD
- Fresno USD
- Merced City SD
- Stockton USD
- Visalia USD
- Modesto City School District



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

Of the seven 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 Information Security Specialist position and were sufficient matches on which to base a salary recommendation on the peer market comparison.

In determining the recommended allocation, the average-range step of the peer market was used for primary salary comparison purposes and because of the very specialize work. 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 amounts to Madera's salary schedule, the closest match is at Salary Range 50 (\$34.20- \$44.51 hourly rate) on Classified Salary Schedule. This is in alignment with the Information Security Analyst which is the highest level in this classification.

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

### **Recommendation:**

It is recommended that the Personnel Commission approve the proposed job class description with title of Information Security 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>
Information Security Specialist	New	SR 50 (\$34.20- \$44.51 hourly rate) on the 2023/2024 Classified Salary Schedule

### Attachments:

Job Classification Description and Salary Survey: Information Security Specialist



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

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

**NEW PROPOSED CLASSIFICATION TITLE:**  
**INFORMATION SECURITY SPECIALIST**

**DEPARTMENT/SITE:** Information Technology &  
Support Department

**REPORTS TO:** Director of Information  
Technology & Support

**SALARY SCHEDULE:** Classified  
**SALARY RANGE:** TBD  
**WORK CALENDAR:** 261 Days

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Information Technology & Support. The Information Security Specialist, facilitates and assists in maintaining the network security policies, standards, forms, and procedures to protect District information systems against unauthorized access and attacks in order to ensure a safe and reliable learning and working environment; implements Board-approved Acceptable Use Policies for both students, parents and staff computer and network usage; ensures that security policies and configurations are applied and maintained for routers, switches, remote access devices, firewalls, servers, desktops, laptops, and other network devices. The incumbents in this classification provide the school community with a safe and reliable technological environment that supports, facilitates, and promotes student learning.

**DISTINGUISHING CHARACTERISTICS**

This is the first level in the Information Security Series. The Information Security Specialist provides professional technical services and intermediate diagnostic response to ensure the integrity, operation, functionality, reliability, and redundancy of all technology-supported networks, servers, systems, and data storage/retrieval capability of the district. The day-to-day work assignments, priorities, and coordination are typically provided by the Information Security Analyst.

**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.*

- Analyzes, recommends, and implements changes to security reconfigurations and assist with executing changes as required.
- Assists the Information Technology Analyst with management of information security projects.
- Assists with designing, implementing and reporting on IT security performance results, audits, recommendations and end-user activity audits.
- Assists with detecting, investigation and defending against information and security incidents targeting the District's IT Systems and data.
- Assists with developing conduction cyber security awareness training for District staff.
- Assists with developing and implementing enforcement policies, procedures and associated plans for system security administration and user system access based on industry best practices and recommendations.
- Assists with the implementation of network equipment as needed, including physical installation of

network equipment.

- Assists with the technical assessments of information security alerts, including malware analysis, packet-level analysis, and system level forensics analysis, technical assessments of information security alerts, including malware analysis, packet-level analysis, and system level forensics analysis.
- Configures RADIUS (Remote Authentication Dial-In User Service) and/or similar systems to facilitate secure network authentication on wireless access points, wired Ethernet connections, web servers, routers, switches, firewalls, as well as other network devices.
- Collaborates with a variety of internal and external parties (e.g., district personnel, programmers, programmers' analysts, database administrators, users) for the purpose of providing and/or receiving information and ensuring project success.
- Conducts computer forensic investigations on District hardware, software and/or cloud services as needed.
- Configures tests, updates, and monitors auditing systems and/or appliances that safeguard and maintain logs of students, teachers, outside contractors, and staff activities.
- Implements, troubleshoots, and maintains identity management systems that integrate with sources of authority systems, LDAP (Lightweight Directory Access Protocol) controls, and email services.
- Maintains working knowledge of emerging security alerts, issues threats and trends.
- Monitors, secures tests, evaluates, upgrades, and maintains the District's network security infrastructures consisting of elements of networks, desktops, servers, cloud services, and other network-attached devices, working knowledge of emerging security alerts, issues threats working knowledge of emerging security alerts, issues threats Maintain working knowledge of emerging security alerts, issues threats and trends
- Reviews, maintains, and modifies the District's data backup schedules to ensure District resources are properly and safely backed up based on the District's Standard Operating Procedures.
- Performs regular testing of the District's backups to ensure properly working backups.
- Prepares written technical documentation, training materials, standards, reports, and other documents as assigned; reviews documents for accuracy and completeness.
- Recommends email policies to ensure that computer and networks are used appropriately and to protect students and staff from receiving email from unapproved sources.
- Recommends and implements security-related policies for user account creation, user password standards, access control lists, software installation and standards, hardware security standards, and network access to ensure the safety, confidentiality, and integrity of District information.
- Recommends, schedules and applies fixes, security patches, disaster recovery procedures, and any other measures required in order to maintain a healthy security posture and/or address security breach.
- Responds to help desk inquiries when required.
- Reviews and audits security policies and procedures to ensure policies are being implemented accordingly.
- Reviews, maintains, and modifies the District's data backup schedules to ensure District resources are properly and safely backed up based on the District's Standard Operating Procedures.
- Tests, evaluates, implements, and maintains a variety of network equipment and configurations including, but not limited to cloud services, enterprise firewalls, content filters, core and edge routers, core and edge switches, wireless access points, network object groups, VoIP equipment, VLAN (virtual area network), NAT (Network Address Translation) addressing rulesets, RADIUS, and other access control lists in relation to network security.
- Trains and provides clear direction and guidance to staff and users as required regarding assigned programs in support of professional learning.
- Travels to user sites as appropriate to meet the needs of student and staff.
- Works additional hours and on extended assignments, including evenings and weekends, to accommodate testing, support, maintenance, and potential call back for emergencies and project deadlines.
- Works closely with interdepartmental staff to implement security policies and procedures and modifies the Districts data backup schedules to ensure District resources are properly and safely backed up based

- on District's Standard Operating Procedures.
- Works with the Information Security Analyst to utilize complex scripts for the purpose of monitoring systems, diagnostics, problem correction and for automating routine tasks.
- Works with vendors to evaluate solutions to District's needs.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

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

*(At time of application)*

### **Knowledge of:**

- Principals of systems analysis
- MITRE ATT&CK framework techniques or similar frameworks
- Operating systems and scripting languages used by the District
- Enterprise Server environments and personal computers, LANs (Local Area Networks), WANs (Wide Area Networks) and convergent technologies, TCP/IP (Transmission Control Protocol/Internet Protocol), UDP (User Datagram Protocol) and ARP (Address Resolution Protocol)
- Layer 2-5 network security protocols
- Security analysis tools and methods
- A variety of enterprise class server platforms, to include current Microsoft, Linux, VMWare, or Unix variants
- Methods of managing large enterprise network and distributed system environments
- LAN/WAN protocols and topologies
- Network routing and switching technologies (HP and Cisco preferred)
- Firewalls, firewall technologies, remote access, ACLs, QoS (Quality of Service) and traffic management and security
- Network and server security policy implementation
- Disaster Recovery (DR) projects or maintenance of DR environments
- Layer 2 network technologies including switches, VLANs, QoS, spanning tree/RSTP/MSTP (rapid spanning tree/multiple spanning tree protocol) and 802.1q. Wireless management and related technologies
- Interpersonal skills using tact, patience, and courtesy
- RADIUS servers and 802.1x network access protocols or similar authentication tools
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communications skills
- Operation of a computer to enter data, maintain records, and generate reports (proficiency required in Excel)
- Laws, codes, regulations, policies, procedures, and best practices applicable to network security

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

- Script in either PowerShell or PHP (Hypertext Preprocessor)
- Effectively utilize computer security monitoring and analysis tools
- Adhere to safety practices
- Operate computer equipment and related peripherals
- Plan and manage projects
- Install and maintain electronic equipment
- Communicate, understand, and follow both oral and written directions effectively
- Analyze situations accurately and adopt an effective course of action
- Plan, prioritize and organize work to meet schedules and timelines



- Analyze system requirements and establish system procedures
- Communicate with and understand user needs and systems requirements
- Read, understand, explain, and implement technical material from manuals and journals
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Multitask and perform in a fast paced, critical environment
- Initiate and demonstrate flexibility in the prioritization of responsibilities
- Analyze and troubleshoot situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes Apply integrity and trust in all situations
- Learn District organization, operations, policies, objectives, and goals
- Provide technical guidance and recommendations concerning existing computer security protocols, programs, systems, and possible upgrades
- Demonstrate organizational loyalty and high ethical standards
- Think critically and creatively to assess situations and provide novel solutions
- Analyze situations accurately and adopt effective courses of action
- 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
- Plan and organize work to meet schedules and deadlines

#### **RESPONSIBILITY:**

Responsibilities include: working under limited supervision following standardized practices and or methods. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

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

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

#### **EDUCATION REQUIRED:**

Associate's degree in Computer Science or a closely related field from an accredited college or university;  
**OR**, High school diploma with an industry cybersecurity certification such as an SCCP (Systems Security Certified Practitioner) offered by (ISC)<sup>2</sup> (International Information Systems Security Certification Consortium) or CompTIA Security+.

#### **EXPERIENCE REQUIRED:**

Three (3) years of experience in providing technical support to computer users in a network environment and in the maintenance, operation, and repair of computer systems, networks, and software, at least two of which must have included responsibility as the primary technical support for LAN/WAN systems. Course work in computer science, information security, or a closely related field may be substituted for up to one (1) year of the required experience based on 30 semester/45 quarter units for one year of experience.

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

- Valid, current California Driver's License to travel among District departments and sites to provide services as needed.

**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 in a technical environment under minimal temperature variations and occasionally requires sitting and standing for extended periods
- Lift and move computer equipment and other devices weighing up to 50 pounds
- Reaching overhead, above the shoulders and horizontally
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to repair equipment, check wiring, retrieve and store equipment, files, and supplies
- Dexterity of hands and fingers to hold and operate repair tools and parts, use a computer keyboard to enter data, operate other office equipment, and maintain paper files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen and work on equipment, small parts, and color-coded wires
- 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 and computer server rooms

**Salary Comparison Survey for Information Security Specialist  
Madera Unified School District**

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (HOURLY)	MAX STEP (HOURLY)
Madera USD (K-12) 21,148	Information Security Specialist	High school diploma with an industry cybersecurity certification such as an ISC SCCP or CompTIA Security+  OR Associate's degree in computer science or a related field	Three (3) years of experience in providing technical support to computer users in a network environment and in the maintenance, operation, and repair of computer systems, networks, and software, at least two of which must have included responsibility as the primary technical support for LAN/WAN systems. Course work in computer science, information security, or a closely related field may be substituted for up to one (01) year of the required experience on the basis of 30 semester/45 quarter units for one year of experience	Valid California Driver's license	\$TBD	\$TBD
Central USD (K-12) 15,841	No Comparison					
Clovis USD (K-12) 43,654	Network Analyst II	Associate's degree in computer science or related technical field	2 years of experience in network operations, network administration, database design and administration, and personal computer support. Additional experience may substitute for some higher education. Requires specific experience in the design, implementation, and on-going support of integrated local area networks, and server administration	Valid California Driver's license	\$30.88	\$37.50
Fresno USD (K-12) 73,381	Network Security Specialist	Equivalency to a bachelor's degree in Information Systems, computer science or related field supplemented by courses in systems analysis and programming	4 years of experience in systems development and application programming as well as network design administration and optimization experience in a large enterprise LAN and WAN production environment support complex highly-available multi-protocol networks	Professional certifications such as CCNP, MCSE or equivalent or ability to obtain within one year	\$42.95	\$52.26



**Salary Comparison Survey for Information Security Specialist  
Madera Unified School District**

<b>Merced City SD (K-8) 11,400</b>	No similar class to review					
<b>Modesto City School District</b>	No similar class to review					
<b>Stockton USD (K-12) 36,190</b>	Computer Networking Support Technician	Any combination of educations, training and experience equivalent to a Bachelor's degree in computer science or a related field, including or supplemented by courses in network and router software	Two years of experience including training use and installation for personal computer hardware and software in a larger network system	Valid California Driver's license	\$33.01	\$40.12
<b>Visalia USD (K-12) 32,000</b>	No similar class to review					
				<b>AVERAGE</b>	<b>\$35.61</b>	<b>\$43.29</b>



**CLASSIFIED**

**Job Classification Description**  
Equal Employment Opportunity

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

**TRANSPORTATION OPERATIONS ASSISTANT**

<b>DEPARTMENT/SITE:</b> Transportation	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 22 <b>WORK CALENDAR:</b> 261 Days
<b>REPORTS TO:</b> Director of Transportation or designee	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Transportation and the Supervisor – Transportation Operations, the Transportation Operations Assistant performs a variety of technical duties in support of the operations and activities of the Transportation Department with specific responsibilities for the processing, recording, updating and reconciling of payroll information, and generating periodic reports in accordance with established financial practices; assists with developing and maintaining computerized bus routes and schedules; assists with dispatch responsibilities of the Transportation Department. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in the Transportation Operations Assistant classification are distinguished from other classifications in their assignment to perform technical duties in support of fiscal payroll operations and activities of the Transportation Department, assisting with routing and dispatching and perform the duties of a Bus Driver as assigned. ~~This classification is not required to perform bus driving duties.~~

The Transportation Dispatcher is responsible for planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and performs the duties of a Bus Driver as assigned.

The Transportation Router is responsible for developing and maintaining computerized bus routes and schedules for District bus routes; and performs the duties of a Bus Driver as assigned.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

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

- Assists with developing routing procedures utilizing computer programs to assure efficient transportation of students.
- Assists with dispatch functions as needed; assists with coordinating special transportation needs with school site personnel.
- Collects Bus Driver time sheets; inputs time into applicable software applications; checks missing timesheets; monitors trip reports and receipts for meals; reports timekeeping discrepancies to Bus Drivers; maintains payroll processing for field trips and weekend trips; confers and interacts with Payroll Department to assure accurate and timely Bus Driver pay warrants.
- Participates in department meetings, in-service training, and workshops for the purpose of conveying

- and/or gathering information required to perform job functions.
- Provides information to parents and school sites concerning bus routes and schedules in the absence of the Transportation Dispatcher.
- Researches discrepancies of fiscal payroll information and/or documentation to ensure the accuracy and adherence to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding fiscal payroll procedures for providing information, direction and/or referral for addressing inquiry.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

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

*(At time of application)*

#### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- Accounting/bookkeeping principles
- Procedures, methods and techniques of dispatching and scheduling buses
- Proper operations of school buses and school transportation vehicles
- District organization, operations, policies, and objectives
- District geographic areas
- Basic record-keeping and report preparation techniques
- Operation of a computer and assigned software

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

- Operate standard office equipment including using a variety of software applications; database management, computer-based routing systems, and software applications
- Apply District and other applicable rules and regulations pertaining to pupil transportation
- Analyze situations to define issues and draw conclusions
- Prepare and maintain accurate records
- Adapt to changing work priorities
- Work with a diversity of individuals and/or groups
- Exercise sound judgment
- Understand and carry out oral and written instructions
- Work independently with little direction
- Make common sense decisions in potentially critical situations
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Maintain an understanding of the special needs of students and their parents
- Maintain student confidentiality
- Work with constant distractions

### **RESPONSIBILITY:**

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

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

Transportation Operations Assistant  
Updated: 10/19/2022  
Previous update: 2020

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

**EDUCATION REQUIRED:**

High School Diploma or equivalent.

**EXPERIENCE REQUIRED:**

Two (2) years of work experience in general clerical work in which one (1) year is in financial record keeping and/or accounting.

**LICENSE(S) REQUIRED:**

- Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report.
- Valid California Special Driver's Certificate for School Bus
- U.S. Department of Transportation DL-51 Medical Examiner's Certificate
- Valid First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus)

~~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 ~~FB~~ through District's provider at District's expense
  - ~~Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver's License through District's provider at District's expense~~

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

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

- Work is primarily indoors and requires sitting for extended periods
- Lift objects such as boxes containing documents weighing up to 35 pounds
- 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:** May 17, 2023

**Agenda Item:**  
Public Hearing and Adoption of the 2023-2024 Personnel Commission Budget

**Agenda Placement:**  
Action

**Background:**  
At the previous board meeting, staff presented a preliminary budget for the 2023-2024 fiscal year. As done in the past years, the Business Office has computed the figures for the salaries and benefits to include the mandated personnel costs; however, salary and benefits have not been finalized.

The current staff members' salaries include longevity amounts projected for the coming year. Health & Welfare benefits amounts typically increase 3% on a yearly basis along with the cost in CALPERS benefits.

The Business Office has increased the PC budget with an additional 10 percent to offset expenses due to inflation for next year. This past year we had slight expense increases for supplies, travel and conference, recruitment/advertisements and software licenses. The PC budget also includes \$44,000 designated for the 2024 Classified Conference.

This is the final draft budget based on discussion with District Administration. Per Education Codes 45253, the Commission is required to prepare an annual budget and present it for a public hearing no later than May 30, of each year.

**Recommendation:**  
The Personnel Commission should open the meeting for public comment on the proposed 2023-2024 Budget. Once the budget is adopted, it will be submitted to the Madera County Superintendents of Schools for approval and presented to the Board of Trustees at a future meeting in June of 2023.

## 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	2,732.00	
CLERICAL & OFFI,PERSONNEL/HUMAN	1,800.00	967.00	0.00			
Total for Object 2000	2,500.00	3,699.00	2,731.17	2,732.00	2,732.00	
Total for Object 3000	724.00	754.00	292.72	355.00	Estimate	
				4,000.00		
SUPPLIES,PERSONNEL/HUMAN	6,276.00	6,276.00	5,027.72			
TRAVEL & CONFER,PERSONNEL/HUMAN	9,000.00	8,106.00	8,105.49	10,500.00		
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	1,000.00		
LEGAL,PERSONNEL/HUMAN	3,000.00	4,360.00	4,360.00	2,000.00		
ADVERTISEMNT,PERSONNEL/HUMAN	3,000.00	8,000.00	2,804.00	6,313.00		
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		
	5,378.00	5,378.00	0.00	4,200.00		
				Estimate		
SUPPLIES,OTHER GENERAL A	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						

*Isabel Bamerac*

Dept Head

Commission Chair and Date





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

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

**Meeting Date:** May 17, 2023

**Agenda Item:**

Presentation of the Classified 3<sup>rd</sup> Quarterly Employee Award to Paula Garibay - Sierra Vista Elementary School

**Agenda Placement:**

Informational

**Background:**

The Personnel Commission will present the Classified 3<sup>rd</sup> Quarterly Employee Award to Paula Garibay - Sierra Vista Elementary School.

**Recommendation:**

Presentation of the Classified 3<sup>rd</sup> Quarterly Employee Award.



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

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

**Meeting Date:** May 17, 2023

**Agenda Item:**  
Classification and Compensation Salary Study Update

**Agenda Placement:**  
Information and Reports

**Background:**

This item is being presented as an informational item for the purpose of providing an update to the Commission. The Personnel Commission staff will provide a brief status update on the completion of Phase 4 – Salary Survey of the Classification and Compensation Study.

**Recommendation:** The Commission will direct PC staff to find the soonest future date for a public meeting to review and approve the completion of the Classification and Compensation Study for Madera Unified.