

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

**AGENDA
Special Meeting
Wednesday, June 14, 2023
Matilda Torres High School – Dining Hall
16645 Road 26
Madera, CA 93638**

5:30 PM Public Meeting

Join Zoom Meeting
<https://maderausd.zoom.us/j/83379746480>

Meeting ID: 833 7974 6480
Passcode: 337538
One tap mobile
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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. New Business

A. Presentation and Approval of Phase 4 (Wage Survey) of the Classification and Compensation Study

7. 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

8. Adjournment

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability related modification or accommodation to participate in the public meeting, please contact the Personnel Commission Office at 559-675-4500 extension 294 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)



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SPECIAL MEETING AGENDA ITEM COVER PAGE

Meeting Date: June 14, 2023

Agenda Item:

Presentation and Approval of Phase 4 (Wage Survey) of the Classification and Compensation Study

Agenda Placement:

Action

Background:

At the October 13, 2020, MUSD Board Meeting, the Board of Trustees approved a professional services agreement with Eric Hall & Associates/MGT (EH&A/MGT Consulting) to conduct a two (2) year Classification and Compensation Study of all classified positions districtwide beginning October 2020 to September 2022. A Memorandum of Understanding (MOU) was signed by the District and CSEA indicating an agreement to form a steering committee comprised of various stakeholders who are tasked to oversee the process and work closely with the consultants. On January 21, 2021, EH&A presented the scope of the study to the Personnel Commission. The study was met with various delays during the two-year period due to COVID-19 restrictions and inhibited ability for participation.

The study proceeded in three Phases over three semesters, these phases included a total of 150 job descriptions that were approved by the Personnel Commission on October 19, 2022. A fourth Phase included a wage comparison against several nearby K-12 school districts which is being presented to you tonight.

The Classification & Compensation Study was conducted from November 2020 through May 2022 by EH&A/MGT Consulting.

To accomplish the goals of the study, EH&A/MGT Consulting undertook the following tasks:

- Conducted a Districtwide Classified Employee Forum via Zoom to introduce the study and the process.
- Conducted meetings and telephone discussions with the Steering Committee to discuss goals and objectives of the study; to confirm the scope of the study, the work plan, the selection of comparison agencies for external salary data collection; and to manage the study calendar and timeline.
- Conducted a Zoom meeting with employees from each of the Phases 1-3 to provide introduction to the study and discuss the employee involvement during each phase.
- Reviewed applicable MUSD documents, including policies, regulations, salary schedules and existing job descriptions.
- Distributed job analysis questionnaires to all incumbents of the job classes to be studied; analyzed



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- questionnaires that were returned.
- Conducted virtual interviews with a cross section of incumbents and supervisors.
 - Presented draft job descriptions to the Steering Committee for review and discussion of class concepts and work described.
 - Provided draft job description revisions to all incumbents and supervisors for their final review and comments.
 - Provided recommendations, as needed to update job class descriptions, suggested classes to be eliminated, and proposed new job descriptions where appropriate.
 - Drafted Phases 1-3 Reports for the District and the Steering Committee for review, discussion and forwarding to the Personnel Commission and the Board of Trustees for review and action.
 - The fourth phase, consisting of an external wage survey of relevant school districts in the region, is the subject of this current report.

The Salary Survey Portion of the Classification Study

The District and CSEA had preselected seven comparable districts from which EH&A/MGT Consulting gathered salary survey comparisons and used the Salary Schedules for the 2022-2023 school year (see table below). The comparison agencies were selected by the District based on location proximity, grade level, and enrollment. Madera Unified SD is a Merit District, however, none of the comparison agencies are Merit Districts. Although the majority of jobs surveyed are not affected by the comparison with non-Merit districts, the comparison agencies do not have a separate Personnel Commission Office.

School District	Grade Span	2021-22 Enrollment	Salary Schedule Effective Dates
Madera Unified SD	K-12	21,109	2022-2023
Central Unified SD	K-12	15,729	2022-2023
Clovis Unified SD	K-12	42,699	2022-2023
Fresno Unified SD	K-12	72,455	2022-2023
Merced Union HSD	9-12	11,177	2022-2023
Modesto City SD	K-12	30,000	2022-2023
Stockton Unified SD	K-12	39,803	2022-2023
Visalia Unified SD	K-12	29,008	2022-2023

This report presents findings and recommendations from the survey of 64 benchmark job classes providing an external comparison for a cross-section of the various job families. The data-point used for comparison is the mid-range of the median of each job surveyed. If a job at MUSD is within 5% above or below the market median, it was considered to be “at” the median. Any job currently paid more than 5% above the median at mid-range is reported as “above” the median. MUSD jobs paid at a rate that is more than 5% below the median at mid-range are reported as “below” the median and MUSD may consider an adjustment to the range.



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The data is presented both as individual, job-specific tables and graphs throughout the main text of this report, and in two summary tables at Appendix D. Of the 64 jobs surveyed, 28 classes compare favorably at or above the market median; 19 classes are currently lower than the median; and 17 lacked sufficient comparison data on which to form and report a market.

Several options to address those classes lacking sufficient comparison data are presented in the report with the understanding that the ultimate choice is a topic for the negotiating table with CSEA and the District.

In summary, it has been over ten (10) years since the last classification and compensation study was conducted. Madera Unified has grown significantly over the years with new schools and added personnel, which sometimes require specialized skills. The completion of this study will help Madera Unified to continue to attract and/or retain highly qualified employees and to stay competitive in the market.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45256 and 45285 and the Personnel Commission Rules 3.2.9 which states that all positions should be reviewed at least once every five (5) years.

Recommendation:

It is recommended that the Personnel Commission approve Phase 4 (Wage Survey) of the Classification and Compensation Study. The Personnel Commission will send the complete Classification and Compensation Study Phases 1-4 to the District for future Board of Trustee approval and direction on the implementation of the study.