

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

**AGENDA**  
**Regular Meeting**  
**Wednesday, June 21, 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 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, May 17, 2023 Regular Meeting
2. Approve the minutes from Wednesday, June 14, 2023, Special Meeting

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

1. Assessment Technician - Open/Competitive/Promotional
2. Behavioral Intervention Technician – Open/Competitive/Promotional
3. Child Nutrition Assistant I - Open/Competitive

4. Child Nutrition Technician - Promotional
5. Office Technician - Promotional
6. Secretary Department - Promotional
7. Special Services Technician – Promotional
8. Speech Language Pathologist Assistant – Open/Competitive
9. Student Events Supervisor - Open/Competitive

**7. New Business**

- A. Discuss and approve the proposed new job class description and recommended salary recommendation for Facilities Project Manager

**8. Information and Reports**

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

**9. Next Regular Personnel Commission Meeting**

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

**10. Suggested Future Agenda Items**

**11. Adjournment**

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



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

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

**Meeting Date:** June 21 2023

**Agenda Item:**

Consideration and approval of the Minutes from May 17, 2023 Regular Meeting and June 14, 2023 Special Meeting

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the May 17, 2023 Regular Meeting and June 14, 2023 Special Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from May 17, 2023 Regular Meeting and June 14, 2023 Special Meeting.

Attachments: May 17, 2023 Regular Meeting and June 14, 2023 Special Meeting

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, May 17, 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, May 17, 2023 at 4:30 p.m.

**Roll Call**

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

Isabel Barreras, Director of Classified Human Resources  
Mary Siegl, Personnel Specialist Lead

Lucy Osuna, Executive Administrative Assistant, Office of the Assistant Superintendent of Human Resources

There was 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 Wheat was marked absent.

**2. Adoption of the Agenda**

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the Agenda. MOTION NO. 71-2022/23.

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

**3. Communications**

- Susan Hansen, Madera, CA, thanked the Commissioners for finishing the Classification Study. Susan had questions regarding how often the new job descriptions would be updated and what should be done if there are new duties added the LMT's position for next year
- Director Barreras responded that the job descriptions would be reviewed approximately every 5 years; some Departments will need more frequent review than others will. Director Barreras discussed the Reclassification process which is defined in the CSEA CBA, will be back in effect after the Classification Study is completed.

**4. Adoption of the Consent Agenda**

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the adoption of the consent agenda. MOTION NO. 72 -2022/23.

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

## 5. New Business

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

- Director Barreras presented the revised job classification, Senior Executive Assistant. This position is under the direction of the Superintendent and Board of Trustees. This position is now the ninth level out of ten in the career ladder pathway for the Administrative Assistant Series.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve revised job classification of Senior Executive Assistant to the Superintendent and Board of Trustees. MOTION NO. 73-2022/23, DOCUMENT NO. 52-2022/23

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

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

- Director Barreras presented the District's request to create a new job class description for Chief Executive Assistant – Confidential. This position will be the highest in the Administrative Assistant series and will perform highly responsible, confidential and complex administrative duties for the Superintendent Executive Cabinet, Board of Trustees, Superintendent and Deputy Superintendent. This position is Exempt per Ed Code 45272, section (b). A salary survey was completed and Salary Range 16 (\$83,001.71 to \$108,102.31 yearly) of the Classified Confidential Salary Schedule was recommended.
- It was moved by Commissioner Janzen, seconded by Commissioner Hernandez to approve the new job class description for the Chief Executive Assistant – Confidential and recommend Salary Range 16 (\$83,001.71 to \$108,102.31 yearly) of Classified Confidential Salary Schedule. MOTION NO. 74-2022/23, DOCUMENT NO. 53-2022/23

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

### C. Discuss and approve the revised job classification of Information Security Analyst

- Director Barreras presented the revised job classification for Information Security Analyst. The position was created during the COVID Pandemic and the District is now adding an additional position to support the Information Security Analyst.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for Information Security Analyst. MOTION NO. 75-2022/23, DOCUMENT NO. 54-2022/23

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

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

- Director Barreras presented the new job classification and salary recommendation for Information Security Specialist. This job is under the general direction of the Director of Information Technology & Support Services and is the first level in the Information Security Series. Salary Range 50 (\$34.20 - \$44.51 hourly rate) on the Classified Salary Schedule was recommended.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the new job classification for Information Security Specialist and salary recommendation of Classified Salary Range 50 (\$34.20 - \$44.51 per hour). MOTION NO. 76-2022/23, DOCUMENT NO. 55-2022/23

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

**E. Discuss and approve the revised job class description of the Transportation Operations Assistant**

- Director Barreras presented the revised job classification for Transportation Operations Assistant. These changes will update the job description and it will allow for the incumbent to drive a bus as assigned. CSEA and the District will revisit to upgrade the classified salary range.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the revised job classification for Transportation Operations Assistant. MOTION NO. 77-2022/23, DOCUMENT NO. 56-2022/23

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

**F. Public Hearing and Adoption of the 2023-2024 Personnel Commission Budget**

- Chairperson Hernandez opened the Public Hearing for the 2023-2024 Personnel Commission Budget. No comments were made.
- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the 2023-2024 Personnel Commission Budget. MOTION NO. 78-2022/23, DOCUMENT NO. 57-2022/23

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

**6. Informational and Reports**

**A. Classified Quarterly Award Presentation**

- Chairperson Hernandez presented the 3<sup>rd</sup> Quarterly Employee Award to Paula Garibay, Paraprofessional at Sierra Vista Elementary School.

**B. Classification and Compensation Salary Study Update**

- Director Barreras reported that Classification and Compensation Salary Study has been completed. The Steering Committee recently met to review the Study and it is now ready to go to the Personnel Commission for approval.
- It was decided that a Special Personnel Commission Meeting would be held on Wednesday, June 14, 2023 from 5:00 to 7:00 pm at Matilda Torres High School to discuss the Classification and Compensation Salary Study. Jan Brannen of Eric Hall and Associates will present the final report at the Special Meeting. The meeting will also be broadcast live on Zoom.

### **C. Director's Report**

- Director Barreras reported that the PC Office continues to keep busy with recruitments, drafting new job descriptions and the salary surveys. We are trying to meet our goal of completing all job descriptions, recruit and hire before the new school year.
- We started the recruitment for the Administrative Assistant V position in the PC office. We are hoping to have interviews by the end of May or early June.
- We are 27 days away from the Classified Conference. We have 32 workshop topics and around 679 registered.
- Director Barreras will be attending a retreat with the CSPCA Training Committee from 5/21-24 in San Diego to review the Merit Academy, Champions for Leadership Academy and the 2024 CSPCA Conference.
- Director Barreras noted that it is Classified Employees Week from May 22 – May 26. She congratulated all the classified employees for being essential workers who affect the daily lives of our students and thanked them for their commitment and dedication.

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

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

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

- No suggestions were made.

### **9. Adjournment**

- Commissioner Hernandez adjourned the meeting at 4:59 pm.

  
Isabel Barreras, Director of Classified HR

Date: May 22, 2023

**Minutes Record of MUSD Personnel Commission  
Special Meeting held on Wednesday, June 14, 2023 at 5:30 PM**

The Personnel Commission of the Madera Unified School District convened in a Special Board Meeting in the Dining Hall at Matilda Torres High School, 16645 Road 26, Madera, California, 93638 on Wednesday, June 14, 2023 at 5:30 p.m.

**Roll Call**

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

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

Joe Aiello, Assistant Superintendent of Human Resources  
Cheri Giddens, CSEA President

Jan Brannen, Eric Hall & Associates/MGT  
Angela Bishop, Eric Hall & Associates/MGT  
Rick Labib-Wood, Eric Hall & Associates/MGT  
Ross Hessler, Eric Hall & Associates/MGT

Arelis Garcia, Chief Financial Officer  
Joetta Fleak, MUSD Board of Trustees

There were approximately 50 other classified staff or visitors in attendance.

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**1. Call to Order of Public Meeting Pledge of Allegiance**

**2. Roll Call**

- Commissioner Hernandez called the meeting to order at 5:30 pm.
- Commissioner Janzen led the flag salute.
- Mary Siegl, Personnel Specialist Lead, took the roll call.

**2. Adoption of the Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the Agenda. MOTION NO. 79-2022/23.  
Ayes: Commissioners: Hernandez, Janzen and Wheat  
Noes: None  
Absent: None  
Abstained: None



### **3. Public Comment**

Susan Hansen, Library Media Technician, asked if she would be able to comment after the presentation regarding the Classification and Compensation Study.

### **4. New Business**

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

- Director Barreras gave a brief overview of the background of the Classification and Compensation Study. She Thanked the Board of Trustees, Personnel Commissioner, Superintendent, District Management, CSEA for their support and collaboration throughout the process.
- Jan Brannen, Eric Hall and Associates presented an overview of the 4 phases of the Classification and Compensation Study. She then discussed in more detail the comparison districts, benchmark positions and explained the wage graphs included in the study.
- Susan Hansen, LMT, had questions and comments regarding the comparison study for the LMTs.
- Linda Negrete, Supervisor – Behavior Health, commented that she did not agree with the comparison study for the Behavioral Health Clinicians, she felt the jobs that were compared to the Behavioral Health Clinicians are not in the same category and do not have the same educational requirements.
- Director Barreras addressed that she worked with Chrissie Doss and Ross Hessler in preparing the information submitted for Classification study for the Behavioral Health Clinicians and was not aware of any changes in the educational requirements. Director Barreras is willing to meet with Assistant Superintendent, Prince Marshall, Assistant Superintendent, Joe Aiello and CSEA President Cheri Giddens and look further into this matter.
- Gloria Toscano, Administrative Assistant V, asked how the positions that were not benchmarked would be affected by the salary survey. For example, the Dispatcher position was not benchmarked in the Transportation Department, will it be receiving an increase?
- Director Barreras explained that once the Classification study report is approved it will be sent to the District for negotiations with CSEA. There is an internal equity with the job families and if one job moves up in salary in a job family it will affect the other positions in the family.
- Jan Brannen, Eric Hall and Associates, indicated that the jobs that were reviewed in the Transportation Department were all found to be below the market.
- Elizabeth Mooradian, Senior Buyer, questioned how positions were chosen to be bench marked. She had been told to wait for the salary survey and her position was not benchmarked.
- Cheri Giddens, CSEA Presidents, stated that this was all explained at the beginning of the study. The District cannot possibly benchmark every position, so positions that were new or if it had many changes were looked at. If there was a series for example, Admin 1 through Admin 5, one of the positions in the series would be looked at.
- Adelle Hill, Transportation Dispatcher, asked if the salary survey was completed for her position.

- Jan Brannen, Eric Hall and Associates, clarified that the Dispatcher position was not looked at as one of the benchmarks and that the Transportation Trainer Dispatcher position was looked at and it was found that all the positions in the Transportation Department were below market.
- Jon Albonico, Mechanic Lead, questioned that he did not see his position listed in the salary report.
- Cheri Giddens, CSEA President, clarified that the salaries for the whole Transportation Department will be looked at.
- Alex Galindo, Communications Technician, asked if she would be getting reclassified into the new Communications Specialist job description that was created.
- Cheri Giddens, CSEA President, stated that this is not the forum for these types of questions and that she will have a separate CSEA meeting on Zoom for all members so that they can have all their questions answered.
- Commissioner Janzen asked CSEA President, Cheri Giddens, for a brief explanation as to how the wage study will be used in negotiations with CSEA and District.
- Cheri Giddens, CSEA President, stated that the classification study is a fundamental piece in negotiating the salaries. There are many variables that also have to be considered. We have to look at the whole salary schedule and all of the ranges.
- Commissioner Wheat stated that it was been a long process and she hopes that the survey will show to the Board how important and necessary Classified staff is.
- Commissioner Hernandez stated that he liked how the process included a joint effort between Management and the bargaining unit. He also thanked the Steering Committee for working on this in addition to regular duties. He thanked everyone for their patience while waiting for the study to be completed.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Classification and Compensation Study. MOTION NO. 80-2022/23, DOCUMENT NO. 58-2022/23

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

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

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

##### **6. Adjournment**

- Commissioner Hernandez adjourned the meeting at 6:44 pm.

  
Isabel Barreras, Director of Classified HR

Date: June 15, 2023



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

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

**Meeting Date:** June 21, 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. Assessment Technician - Open/Competitive/Promotional
2. Behavioral Intervention Technician – Open/Competitive/Promotional
3. Child Nutrition Assistant I - Open/Competitive
4. Child Nutrition Technician - Promotional
5. Office Technician - Promotional
6. Secretary Department - Promotional
7. Special Services Technician – Promotional
8. Speech Language Pathologist Assistant – Open/Competitive
9. Student Events Supervisor - Open/Competitive

**Recommendation:**

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

No attachment:



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** June 21, 2023

**Agenda Item:**

Discuss and approve the proposed new job class description and recommended salary recommendation for Facilities Project Manager

**Agenda Placement:**

Action

**Background:**

District Administration has brought forward the request to create a new job classification of Facilities Projects Manager. This job is under the general direction of the Director of Facilities Planning & Construction Management. The Facilities Projects Manager supports the educational process with specific responsibility for managing site selection and acquisition; planning and design of school facilities projects; overseeing architect selection and predesign processes for construction projects; acquiring the necessary funding to support district facility modifications; complying with applicable state and federal laws, codes and regulations; and performs related duties as assigned. The incumbent in this classification provides the school community with quality services in facility planning and construction which directly supports student learning and achievement

**Salary Survey**

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

Clovis USD	Oakland USD
Fremont USD	Sequoia Union HSD
Fresno USD	Stockton USD
Modesto City Schools District	Visalia USD

Of the eight school districts surveyed, six districts had positions which were reviewed for the purpose of establishing an external salary comparison. These positions were considered good comparisons for the Facilities Project Manager 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 median 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 SR 13 (\$107,073 to \$136,618 yearly) of Classified Supervisory Salary Schedule.



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

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:**

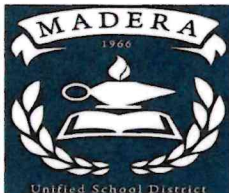
It is recommended that the Personnel Commission approve the proposed job class description with title of Facilities Project Manager and salary recommendation as listed on the table below.

<b><u>JOB CLASS TITLE</u></b>	<b><u>NEW OR REVISED</u></b>	<b><u>SALARY RANGE RECOMMENDATION</u></b>
Facilities Project Manager	New	SR 13 (\$107,073 to \$136,618 yearly) on the 2023/2024 Classified Supervisory Salary Schedule

**Attachments:**

Job Classification Description and Salary Survey: Facilities Project Manager - Confidential





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

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

**NEW PROPOSED CLASSIFICATION TITLE:**  
**FACILITES PROJECTS MANAGER**

**DEPARTMENT/SITE:** Facilities Planning &  
Construction Management

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** TBD

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Facilities Planning &  
Construction Management

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Facilities Planning & Construction Management. The Facilities Projects Manager supports the educational process with specific responsibility for managing site selection and acquisition; planning and design of school facilities projects; overseeing architect selection and predesign processes for construction projects; acquiring the necessary funding to support district facility modifications; complying with applicable state and federal laws, codes and regulations; and performs related duties as assigned. The incumbent in this classification provides the school community with quality services in facility planning and construction which directly supports student learning and achievement.

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

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

- Communicates with District administration, staff, project architects, engineers and general contractors related to the initial program development, final program development, and planning.
- Develops and updates educational specifications and district standards, policies and procedures, and project scopes for providing data relevant to the approval, acquisition, planning and design of school facilities.
- Ensures project compliance with all applicable codes and regulations such as California Environmental Quality Act (CEQA) and compliance with the oversight/review of California Department of Education (CDE), Department of Toxic Substance Control (DTSC), and Division of State Architect (DSA).
- Implements, oversees, and participates in the initial design process for all construction projects.
- Oversees the completion of small projects in coordination with maintenance staff and/or contractor.
- Participates in meetings, workshops, seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (agendas, meeting minutes, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to facilities projects.
- Presents to a variety of groups (e.g. Board, subcommittees, funding agencies, community groups, etc.) for providing information, making recommendations and/or ensuring compliance with established guidelines.
- Researches a variety of information for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to inquiries (e.g. staff, architects, contractors, inspectors, the public, etc.) for the purpose of

- providing required information and/or referring to appropriate source.
- Reviews county and municipal development plans for the purpose of identifying school sites in accordance with regulatory requirements.
- Serves as a liaison between the departments/school sites and architects/contractors for facilitating communication.
- 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:**

- Tools, materials and standard practices relating to general maintenance and construction
- Building codes, trades, policies, regulations, and laws
- Cost estimating and automated project scheduling
- Maintenance and operations terminology
- Methods and procedures of operating electronic computers and peripheral equipment
- District organization, operation policies and objectives, District Labor Compliance Program and prevailing wage law

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

- Read, interpret, apply and prepare plans and specifications for all phases of construction and building maintenance
- Understand and utilize technical information, parts lists and operations manuals to plan and assist in scheduling projects
- Complete detailed work from general assignments
- Communicate effectively both orally and in writing with diverse groups and individuals
- Establish and maintain cooperative and effective working relationships with others, including crafts foremen, Site and District Administrators, and non- District personnel from professional agencies
- Work with blueprints, shop drawing and sketches
- Operate a computer and utilize computer programs in the planning and the construction field
- Plan and schedule projects to meet deadlines and schedules
- Adapt to changing work environment and/or priorities
- Write complete and concise specifications to accompany plans for contract jobs
- Schedule a significant number of activities, meeting and/or events
- Independently work with others in a wide variety of circumstances
- Be attentive to details, meeting deadlines and schedules
- Work with frequent interruptions and time constraints

## **RESPONSIBILITY:**

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

## **JOB QUALIFICATIONS / REQUIREMENTS:**

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

### **EDUCATION REQUIRED:**

Bachelor of Arts or Bachelor of Science degree from a nationally accredited college or university, with an emphasis in business, public administration, construction management, or a closely related field.

**EXPERIENCE REQUIRED:**

Three (3) years of extensive project management experience in the building design and construction industry preferably with K-12 school system experience.

**LICENSE(S) REQUIRED:**

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

**CERTIFICATIONS AND TESTING REQUIRED:**

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

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

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

- The job is performed both in an office and outside, subject to extreme temperatures
- Requires significant walking and standing, and some sitting
- Occasional lifting, carrying, pushing, and/or pulling objects
- Some stooping, kneeling, crouching, and/or crawling
- Significant manual finger dexterity
- Dexterity of hands and fingers to operate tools and equipment, a computer keyboard, and paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen and to perform detailed work in the field



# Salary Comparison Survey for Facilities Projects Manager Madera Unified School District

DISTRICT	JOB TITLE	EDUCATION	EXPERIENCE	LICENSES/CERTIFICATES	STEP 1 (ANNUAL)	MAX STEP (ANNUAL)
<b>Madera USD</b> (K-12) 21,148	<b>Facilities Projects Manager (Exempt)</b>	Bachelor of Arts or Bachelor of Science degree from a nationally accredited college or university, with an emphasis in business, public administration, construction management, or a closely related field	Three (3) years of extensive project management experience in the building design and construction industry preferably with K-12 school system experience	Valid California Driver's license	\$	\$
<b>Clovis USD</b> (K-12) 43,654	<b>Administrator, Facilities Services</b>	A Bachelor's degree from an accredited college or university. Master's degree is desirable	Supplemented by five (5) years classroom experience and three (3) years of administrative experience at the principal or higher level	Valid California Driver's License	<b>\$162,737 Admin Management Salary Schedule</b>	<b>\$195,765</b>
<b>Fremont USD</b> (TK-12) 35,187	<b>School Facilities Manager</b>	A high School diploma or its equivalent	Four (4) years of responsible experience in the building maintenance trades including at least one year of lead or supervisory experience	Valid California Driver's License	<b>\$136,360 Management</b>	<b>\$143,264</b>
<b>Fresno USD</b> (K-12) 73,381	<b>Manager, Facilities Project (Exempt)</b>	Any combination equivalent to: bachelor's degree in engineering, architecture, construction management	Ten (10) years of construction experience, and/or related discipline and seven years of progressively responsible experience in school planning, design and construction	Valid California Driver's License, Professional engineering or architect license preferred	<b>\$93,558 Management Salary Schedule E22</b>	<b>\$113,517</b>
<b>Modesto City School District</b> (K-12) 15,253	<b>No similar class to review</b>					
<b>Oakland USD</b> (K-12) 35,489		Bachelor degree or its equivalency required	Twelve years (12) years of construction experience and/or experience related disciplines and (9) nine years or progressively responsible experience in	Valid California Driver's License, Professional engineering or	<b>\$98,443 Management Salary CFCA 20</b>	<b>\$125,626</b>

**Salary Comparison Survey for Facilities Projects Manager  
Madera Unified School District**

			school planning, design and construction required	architect license required		
<b>Sequoia Union High School District (9-12) 9,052</b>	<b>Project Manager- Construction Department</b>	High school diploma or equivalent	Working knowledge of principles, practices, and methods of bidding related to contracting for construction services in a public agency		<b>\$122,848 Range VIII</b>	<b>\$141,701</b>
<b>Stockton USD (K-12) 36,190</b>	<b>No similar class to review</b>					
<b>Visalia USD (K-12) 32,000</b>	<b>Facilities Project Manger (Exempt)</b>	High school diploma or equivalent	Four (4) years of increasingly responsible secretarial, clerical and or administrative experience and a minimum of one (1) year in management or supervision is required. Experience in an educational setting is preferred	Valid California Driver's License	<b>\$95,604 Management Division X</b>	<b>\$108,022</b>
				<b>AVERAGE</b>	<b>\$118,258</b>	<b>\$137,983</b>
				<b>MEDIAN</b>	<b>\$110,646</b>	<b>\$134,445</b>