

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Thursday, January 23, 2014**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California on Thursday, January 23, 2014 at 5:30 p.m.

ROLL CALL

Bruce Koch, Personnel Commission Chairperson
Al Galvez, Personnel Commission Vice – Chair
Philip Janzen, Personnel Commissioner

Henry Perea, Director of Classified Human Resources
Sandra Edwards, Human Resources Technician II, Personnel Commission
Mary Siegl, Human Resources Technician II, Personnel Commission

Edward Gonzalez, Superintendent

Danna Petty, CSEA President
Deborah Garabedian, CSEA Labor Relations Representative

There were approximately 8 visitors/district employees in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Bruce Koch, called the Meeting to order at 5:30 pm.

**2. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT
OF VISITORS AND MEDIA,**

Henry Perea, Director of Classified Human Resources, led the pledge of allegiance. There were no members of the media present.

**3. SWEARING IN OF BOARD OF TRUSTEE'S APPOINTEE- PHILIP
JANZEN**

Philip Janzen was formally appointed as the Board of Trustees' Appointee to the Personnel Commission and recited the Oath of Office.

4. ADOPTION OF AGENDA

Henry Perea, Director of Classified Human Resources, stated that the items 5B and 5C should state salary range 38 instead of 39.

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It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the agenda with the changes to items 5A and 5B. MOTION NO. 22-2013/2014

Ayes: Commissioners Bruce Koch, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

5. COMMUNICATIONS

There were no public comments made.

6. CONSENT AGENDA

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the consent agenda.

Ayes: Commissioners Bruce Koch, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

7. NEW BUSINESS

A. Discuss and approve revision to minimum qualifications Administrative Support Specialist- Confidential job description.

Sandra Edwards, Personnel Commission, presented the job description with a change to lower the minimum education qualifications for the position from completion of 60 college units to completion of 30 college units.

Danna Petty, CSEA President, spoke in favor of the changes to the position

Deborah Garabedian, Labor Representative, stated that some of these changes may require approval of CSEA. If this is something that requires ratification it cannot be implemented by the District.

Ed Gonzalez, Superintendent, stated that when employees first started at the District these educational requirements were not in place. He supports the educational requirements adopted by the Personnel Commission, but it will take time for employees to adjust to these requirements. This position has not been stable in the past and it would be better to fill this position with an internal employee in case the position is eliminated due to budget constraints.

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It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Philip Janzen to amend the minimum qualifications as recommended to the Administrative Support Specialist - Confidential job description. MOTION NO. 24-2013/14, DOCUMENT NO. 10-2013/14

Ayes:	Commissioners Bruce Koch, Al Galvez, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

B and C. Discuss and approve new job descriptions Human Resources Specialist and Human Resources Specialist/Personnel Commission. Forward salary recommendation to Board of Trustees- Classified salary range 38.

Sandra Edwards, Personnel Commission, presented the job descriptions for the position.

Henry Perea, Director of Classified Human Resources, stated that since the positions are going to be paid at the same rate, the minimum qualifications should be the same for both positions. He recommended that the educational requirements for the Human Resources' Specialist position for the Personnel Commission office be lowered to from Bachelor's degree to completion of 60 college units.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the Human Resources Specialist and Human Resource Specialist/Personnel Commission job descriptions with the recommended changes to the minimum qualifications. MOTION NO. 25-2013/14, DOCUMENT NOs. 11-2013/14, 12-2013/14

Ayes:	Commissioners Bruce Koch, Al Galvez, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

D. Discuss and approve definition of Confidential Employee. Add to Personnel Commission Rules 1.2 Definitions.

Sandra Edwards, Personnel Commission presented the Confidential Employee definition.

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It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the definition of Confidential Employee and add the definition to the Personnel Commission Rules 1.2, MOTION NO. 26-2013/14

Ayes:	Commissioners Bruce Koch, Al Galvez, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

E. Discuss and approve Personnel Commission 2014 Meeting calendar

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the 2014 Meeting calendar. MOTION NO. 27-2013/14

Ayes:	Commissioners Bruce Koch, Al Galvez, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

8. Information and Reports

Henry Perea, Director of Classified Human Resources, discussed the issue of Ron Zaragosa's return to work status which has been ongoing for approximately 8 months. Mr. Zaragosa had medical issues. The Personnel Commission cannot certify anyone off of the Reemployment until the Human Resources Department has declared they are medically cleared. In Mr. Zaragosa's case this has not happened.

Debra Garabedian, CSEA Labor Relations Representative, gave a handout to the Commissioners and spoke regarding the current status of Mr. Zaragosa's reemployment. She expressed concerns regarding the need for a Fit for Duty exam and whether the District should have offered bridge work. She believes that California Education code 45195 may have been violated. Ms. Garabedian stated that Mr. Zaragosa should have been able to come before the Commission under rule 9.1.3. to make a complaint.

At this point Ron Zaragosa is scheduled to attend another fit for duty exam this Tuesday.

Ed Gonzalez, Superintendent, stated the District has every wish for Mr. Zaragosa to return to a position that he is qualified to work in. There was reason for the District to ask for the fit for duty exam since Mr. Zaragosa he has been off work several times and it has been a long period of time since the last clearance

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was given. The District feels a fit for duty exam is warranted. The District will work out the details regarding this matter.

Commissioner Galvez agreed that a discussion with one of the Commissioners, Director of Classified Human Resources and CSEA would be a good idea. All of the Commissioners agreed. Henry Perea, Director of Classified Human Resources, stated he would leave the offer open to meet with CSEA Labor Representative, legal counsel and one of the Personnel Commissioners.

Mary Siegl, Personnel Commission, stated that on December 17, 2013 the Administrative Assistant II and III positions have been reclassified. The two Eligibility lists for these positions will now be merged into one list. Notices will be sent out to those on the previous lists informing them of their new ranking.

8. Announcements

None were made.

9. ADVANCED PLANNING

It was decided the next Personnel Commission Regular Meeting will be scheduled for:

**Thursday, February 20, 2014 at 5:30 pm at
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

10. SUGGESTED FUTURE AGENDA ITEMS

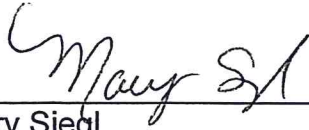
Commissioner Al Galvez, suggested that a 2% cost of living increase for the Director of Classified Human Resources should be placed on the agenda as CSEA employees have recently received this increase.

Henry Perea, Director of Classified Human Resources, stated that he is only Classified Manager that has a separate contract than the rest of Classified Management and therefore he did not get the increase. He appreciates the gesture but he declined the increase.

11. ADJOURNMENT

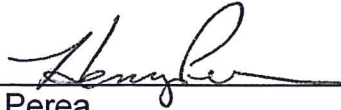
Commission Chairman Koch adjourned the Public Session at 6:41 p.m.

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Mary Siegl
Human Resources Technician II

Dated: February 12, 2014



Henry Perea
Director of Classified Human Resources