

In accordance with [Assembly Bill 361 \(2021-2022\)](#), this meeting will be held via Zoom, a cloud-based video conference in which Commissioners, staff and the public can join via a link or by phone as listed below on the agenda. It is advisable to test your electronic devices to ensure you are able to access the link. If you have concerns or issues accessing the link prior to this meeting, email marysiegl@maderausd.org by 3:00 pm on Tuesday, May 17, 2022.

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

**AGENDA
Regular Meeting
Wednesday, May 18, 2022**

4:30 PM Public Meeting

Join Zoom Meeting
<https://maderausd.zoom.us/j/84242541531>

Meeting ID: 842 4254 1531

**One tap mobile
+16699009128 842 4254 1531# US (San Jose)**

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

1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

2. Adoption of Agenda

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

3. Communications

Public Hearing for visitors who wish to speak on a subject not on the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. If you wish to address the Commission, you may do so in two ways:

- **Prior to the meeting:** you may email your comments to marysiegl@maderausd.org at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- **While in the Zoom meeting:**
 1. Click on the **Participants** icon located at the bottom of the screen.
 2. On the new window, click on the Raise Hand icon and wait for your name to be called.
 3. State your name and city of residence prior to your comment.

4. Consent Agenda

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

- A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in June 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic
- B. Approval of minutes:
 - 1. Approve the minutes from Wednesday, April 20, 2022, Regular Meeting
- C. Consideration and approval of Eligibility List/s for:
 - 1. Full Stack Developer - Open/Competitive

5. New Business

- A. Discuss and approve the new job classification description and salary recommendation for Server Administrator
- B. Discuss and approve the new job classification description and salary recommendation for Server Support Specialist
- C. Public Hearing and Adoption of the 2022-2023 Personnel Commission Budget

6. Informational and Reports

- A. Presentation of the Classified 3rd Quarterly Employee Award to Mona Hayes – Berenda Elementary School
- B. Director's Report
- C. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Wednesday, June 15, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. 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: May 18, 2022

Agenda Item:

Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in June 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

Agenda Placement:

Action

Background:

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the COVID-19 pandemic. This declaration remains active.

On March 17, 2020, the governor issued Executive Order N-29-20, which authorized the holding of public meetings via teleconferencing during the pandemic and suspended requirements of the Bagley-Keen Act and the Brown Act that members of a legislative body and the public be present in person.

Since April 16, 2020, public meetings of the Personnel Commission Board have been held via online video conferencing due to pandemic health concerns.

On June 11, 2021, the governor issued Executive Order N-08-21, which set an ending of September 30, 2021, to the public meeting rules in Executive Order N-29-20.

On September 16, 2021, the governor signed Assembly Bill (AB) 361 (2021-2022), which enables teleconferencing for public meetings during a proclaimed state of emergency under certain conditions. AB 361 will sunset on January 1, 2024.

The state and county departments of Public Health publicly report local COVID-19 data and only 56.56% of all eligible Madera County resident have been fully vaccinated for COVID-19 (as of May 10). Holding public in-person meetings in May could thus pose a potential health risk to the public.

Given the situation stated above, it seems our district's circumstances would satisfy the requirements of the state to hold public meetings via teleconferencing in May. The Personnel Commission will need to review this decision and make findings every 30 days regarding the need to meet via teleconferencing.

Recommendation:

The Personnel Commission discuss and consider holding their Personnel Commission's Board public meeting via teleconferencing in June 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 18, 2022

Agenda Item:

Consideration and approval of the Minutes from April 20, 2022 Regular Meeting

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of April 20, 2022.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from April 20, 2022 Regular Meeting.

**Minutes Record of MUSD Personnel Commission Meeting
Regular Meeting held on Wednesday, April 20, 2022 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Wednesday, April 20, 2022 at 4:30 p.m.

Roll Call

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

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

Joseph Aiello, Assistant Superintendent, Human Resources
Cheri Giddens, CSEA President
Vicky Zamora, CSEA 1st Vice – President

Susan Haratuneian, Director of Purchasing
Angela Bishop, Consultant, Eric Hall and Associates

Other visitors attended.

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

- Chair Janzen called the meeting to order at 4:30 pm.
- Director Barreras led the flag salute.

2. Adoption of Agenda

- Director Barreras requested that items 5C (Discuss and approve the revised job classification description for Network Administrator), 5D (Discuss and approve the new job classification description and salary recommendation for Server Administrator), 5E (Discuss and approve the new job classification description and salary recommendation for Server Support Specialist), 5F (Discuss and approve the new job classification description and salary recommendation for Information Security Support Specialist) be pulled from the Agenda. The new Director of IT requested that he have additional time to review the items.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the adoption of the agenda with the removal of Items 5C, 5D, 5E and 5F, from the Agenda. MOTION NO. 38-2021/22.

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

3. Communications

- No comments were made.

4. Consent Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the Consent Agenda. MOTION NO. 39-2021/22.
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

5. New Business

A. Discuss and approve the new job classification description and salary survey recommendation for Piano Accompanist

- Director Barreras presented the new job description and salary survey recommendation for the Piano Accompanist.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve to the new job classification description for Piano Accompanist and salary recommendation of Classified Salary Range 32. MOTION NO. 40-2021/22, DOC NO. 14-2021/22
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

B. Discuss and approve the revised job classification description for Supervisor – District Warehouse

- Director Barreras presented the revised job description for Supervisor – District Warehouse.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve to the revised job description for Supervisor – District Warehouse. MOTION NO. 41-2021/22, DOC NO. 13-2021/22
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

6. Information and Reports

A. Information on the Personnel Commission Proposed Budget for FY 2022-2023

- Director Barreras presented the proposed 2022-2023 Personnel Commission Budget. There was an increase of \$5,000 allocated to the budget due to rising costs of advertising recruitments and software licenses.
- There will be a public hearing at the next Personnel Commission meeting on May 18, 2022, prior to the adoption of the 2022- 2023 budget.

B. Director's Report

- Director Barreras reported that the PC office has been busy with recruitments and working on Phase III of the classification study. Questionnaires were sent to all the employees in Phase III. Questionnaires were returned and then forwarded to the

consultants. PC staff scheduled employee interviews with the consultants. In May, Director Barreras will present another update on the study.

- Director Barreras reported that last month MUSD approved their core-staffing list for the 2022-2023 school year. The PC office is currently working on some new job descriptions that we hope to bring to you in May in preparation to recruit in the summer months.
- Director Barreras reported that last month she sent a classified conference employee survey to ask the classified employees which sessions they would like presented in June. She received around 200 responses, which was very helpful to the conference committee in selecting the workshops program.
- Director Barreras reported that a conference pre-registration email was sent out so that the conference committee can receive an early attendee count and order t-shirt sizes. The Commissioners were included in the preregistration email and Director Barereras hopes that they will be able to attend the conference.

C. Commissioner's Report

- No reports were made.

7. Next Regular Personnel Commission Meeting

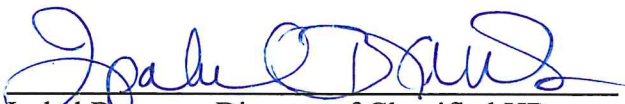
- Wednesday, May18, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

- None were suggested.

9. Adjournment

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


Isabel Barreras, Director of Classified HR

Date: April 29, 2022



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 18, 2022

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open/Competitive

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. Full Stack Developer - Open/Competitive

Recommendation:

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



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 18, 2022

Agenda Item:

Discuss and approve the new job classification description and salary recommendation for Server Administrator

Agenda Placement:

Action

Background:

District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under an organizational design initiated some 16 years ago.

The first step of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2020 with the restructuring of the Information Systems Series (now fully implemented and staffed) and the revisions to the Full Stack – Developer vacant job class position (now being recruited). Other IT job classifications that existed prior to the reorganization were reviewed and updated during Phase 1 of the ongoing general classification review project. These classifications will be part of the market pricing wage survey (Phase 4) to be completed by December 2022 using the services of EH&A.

The objectives of the IT departmental reorganization seek to:

1. enhance the reliability, security and protection of the District's technology hardware, software, networks, and other systems;
2. improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set; and
3. dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

A total of five new/revised classifications were contemplated, most to be filled by promotional recruitment.

- Three of the five classifications were new and approved by the Commission in 2021:
 - Network Support Specialist
 - Information Security Analyst
 - Educational Informational Systems Manager



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

- Two additional new classes were contemplated for subsequent development by the District and come now (Ma 2022) before the Commission:
 - Server Administrator
 - Server Support Specialist

As part of the evolution to achieve the second of the three objectives above, this proposal presents for the Commission's consideration and approval the following new job class description:

- Server Administrator

This proposed new class is part of the objective to improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set. Previously the server-related functions of the department were being addressed by the same position that is responsible for administering the network. The regrouping of network and server responsibilities into two separate jobs yields a more specialized and focused job classification structure for robust capability with the concentration of central support becoming appropriately more specialized.

An external market wage survey to identify likely matches on which to make a basis for wage comparison was conducted. The market surveyed included the six districts preferred by the bargaining unit to be used in the upcoming Phase 4 salary review in Fall of 2022.

Central USD	(K-12)	Merced City SD	(K-8)
Clovis USD	(K-12)	Stockton USD	(K-12)
Fresno USD	(K-12)	Visalia USD	(K-12)

Merced Union High School District was added to supplement the information from the Merced Elementary District by obtaining the high school perspective in Merced since Madera USD is a K-12 district.

Server Administrator vs. Network Administrator

While the technology industry does recognize that Server Administration (also called System Administration) and Network Administration can both exist within the same organization as two separate specialties. There is some blurring of distinction and many organizations often use network administration as a catchall title for both areas of expertise and assign to a Network Administrator job many of the tasks and responsibilities found in a Server Administrator job. Network Administrator and System/Server Administrator are two terms that overlap each other but in reality, they are very different from each other. The main responsibilities of the network administrator are to install, configure and support the local area network (LAN), wide area network (WAN), segment of a network system or internet system of an organization. It is as though a network administrator builds and maintains the road through which the system communicates. System/Server administrators are responsible for the management, configuration & upkeep of computer systems of any business or organization. The following table further depicts the distinctions (from networkinterview.com):



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

PARAMETERS	NETWORK ADMINISTRATOR	SYSTEM ADMINISTRATOR
Role	Manages the Network	Manages the Servers and computer systems
Look After	Routing devices like switches, routers etc, Cables	Computer Systems, OS, Applications
Maintenance Window	Network	Server
Specialization	Needs the knowledge of network hardware, configuration and scripting of these devices	Needs the knowledge of software like Operating systems, patches and related platforms
networkinterview.com (An Initiative By ipwithease.com)		

Yet, because of the blurred overlap, and despite the distinctions between these two jobs, if an organization has both jobs, it may decide to pay the two jobs at the same range.

It is therefore suggested that the Server Administrator receive an interim allocation to the same range as the existing Madera ISD job classification Network Administrator (SR 54). A subsequent reallocation review would be considered in connection with the Phase 4 wage survey scheduled to take place in the larger study in Fall of 2022 when the Network Administrator is slated to be surveyed.

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.

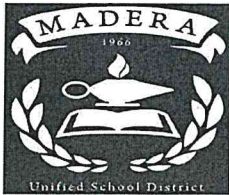
Recommendation:

It is recommended that the Personnel Commission approve the proposed new classification and attached job classification description and the recommended Salary Range allocation as presented in the table below:

<u>JOB CLASSIFICATION TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Server Administrator <i>(job classification description attached)</i>	New <i>(there are no staffed incumbents)</i>	Range 54 (\$69,823 - \$90,932) of the 2021/2022 Classified Salary Schedule <i>(a subsequent salary range reallocation may be made during Phase 4 of the larger study in order to consider internal alignment with closely related existing classes)</i>

Attachment:

Job Classification Description: Server Administrator



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##
DATED Mo/Da/Year

PROPOSED NEW CLASS TITLE: SERVER ADMINISTRATOR

DEPARTMENT/SITE: Information and
Technology Support

REPORTS TO: Director of Information and
Technology Support

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK YEAR: 12 Months (261 Days)

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information and Technology Support, the Server Administrator designs, configures, installs, maintains, and repairs onsite, offsite, and cloud subsystems and servers; oversees the District datacenter operations and environment; provides information, direction and/or recommendations regarding server installations and configurations; resolves server operational issues; and provides technical support to District and site staff. The incumbent in this classification provides the school community with robust and reliable server and cloud infrastructure which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Server Series. The Server Administrator is at an advanced level and plans, designs, tests, implements, and maintains server or cloud infrastructure to ensure that students, teachers, and District personnel have access to reliable and robust technology infrastructure.

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.

- Administers and designs systems and servers related to district services hosted onsite, offsite, or in the cloud (e.g., AWS, Google Cloud Computing Services, Microsoft Azure, email systems, accounts, print queue, workstation ID, IP assignments, operating system installation, end user software management) for the purpose of ensuring availability of services to authorized users.
- Assist Network Administration staff in installation, configuring and maintenance of network services and equipment (e.g., switches, routers, servers) as it relates to server infrastructure for the purpose of meeting district network systems requirements.
- Assist with the implementation of network equipment as needed, including but not limited to, physical installation of network equipment.
- 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.
- Create, follow, and maintain written and verbal procedures; prepare written technical documentation, training material, standards, reports, and other documents as assigned; prepare and review reports for accuracy.
- Designs configuration for onsite and offsite/cloud systems (e.g., servers, PaaS-Platform as a Service,

IaaS-Infrastructure as a Service, SaaS-Software as a Service) for the purpose of ensuring efficient operations.

- Designs server infrastructure, installs servers, operating systems, and main applications (e.g., service packs, application software, operating software, hardware upgrades) for the purpose of upgrading and maintaining District technology infrastructure.
- Maintains workstation and server functionality (e.g., installs patches and/or upgrades and supports Active Directory) for the purpose of ensuring availability of desktop and server functionality for all users.
- Monitors a variety of computer systems and functions (e.g., hypervisor health, storage capacity, compute needs, server hardware status and health, server power utilization & UPS health, web interfaces) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.
- Monitors district datacenter disaster recovery equipment and environmental controls (e.g., backup generator, datacenter HVAC, UPS equipment, chemical fire suppression) for the purposes of collaborating with district personnel responsible for maintenance of these systems to effectively mitigate disaster.
- Occasionally work closely with other IT Department Personnel to provide network administration and network security support.
- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Research and learn about new and emerging technologies as they relate to the job duties of this position.
- Respond to help desk inquiries as required.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Train and provide clear direction and guidance to staff and users as required regarding assigned programs in support of professional learning; travel to user sites as necessary to meet the needs of students and staff.
- Troubleshoots malfunctions of server hardware and/or software applications within the District's local/wide area networks and cloud infrastructure (e.g., servers, network connections) for the purpose of resolving operational issues and restoring services.
- Work with District vendors to evaluate solutions to District 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 trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Configuration, management, and maintenance of network switching and routing equipment
- Monitoring and management systems typically found in server center operations
- Server hardware, operating systems, software, backup, and recovery (including Microsoft Windows Server, Unix, or Linux)
- Networking concepts, practices and troubleshooting such as firewalls, DNS, DHCP, Host Names, File and Print Services
- Scripting Languages such as but not limited to PowerShell
- SQL Server databases and database technologies.
- Systems management technologies such as but not limited to, Microsoft Endpoint Configuration Manager (previously System Center Configuration Manager).
- Apple systems management technologies such as JAMF

- Mobile device management technologies
- Virtualization technologies such as but not limited to VMware vSphere, Microsoft Hyper-V
- Virtual desktop environment such as VMware Horizon is a plus
- Methods and processes of statistical analysis and data reporting
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Skills and Abilities to:

- Schedule self and others
- Analyze issues and resolve complex technical problems with multiple factors related to server equipment and systems
- Read, understand, and apply complex technical information and compose related documents
- Troubleshoot and repair server-related hardware, software, and operating systems
- Operate various server hardware, software, and diagnostic tools
- Install and maintain server hardware, software, and operating systems and components
- Create complex scripts
- Work in a virtualized environment and manage computers remotely
- Run and schedule application tasks
- Prepare and present various comprehensive technical materials
- Use operating systems, spreadsheets, word processing and presentation apps to prepare reports, training materials, and other documents related to assigned duties
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Work independently with little direction
- Plan, prioritize and schedule work to adhere to timelines and to meet deadlines
- Respond to support requests and unexpected needs after hours and on weekends
- Communicate, understand, and follow oral and written directions effectively
- Research and learn new or updated computer systems/software program and apply them to current work
- 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, protocols, procedures, objectives, and goals

RESPONSIBILITY:

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be 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:

Either a Bachelor's degree in computer science or related field, **or**

An Associate's degree in Computer Science or a related field **and at least one** of following certifications: Any Microsoft Role-based certifications or **MCSA** (Microsoft Certified Systems Administrator), **MCSE** (Microsoft Certified Systems Engineer), or **MCITP** (Microsoft Certified IT Professional), or **CCNA** (Cisco Certified Network Administrator), **CCNP** (Cisco Certified Network Professional), or **CCIE** (Cisco Certified Internetwork Expert).

EXPERIENCE REQUIRED:

Three years of systems or networking administration experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to various district sites to provide tech services and to attend training, seminars, and conferences both within and outside the district.

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
- 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 18, 2022

Agenda Item:

Discuss and approve the new job classification description and salary recommendation for Server Support Specialist

Agenda Placement:

Action

Background:

District Administration has brought forward the request to reorganize the Department of Information Technology and Support Services. The role and delivery of technology services have changed significantly in the first two decades of the 21st Century, and the COVID-19 Pandemic has also created the need to support the District's goals and objectives in new ways that are challenging under an organizational design initiated some 16 years ago.

The first step of the IT departmental reorganization was addressed at the Commission's regular meeting in October 2020 with the restructuring of the Information Systems Series (now fully implemented and staffed) and the revisions to the Full Stack – Developer vacant job class position (now being recruited). Other IT job classifications that existed prior to the reorganization were reviewed and updated during Phase 1 of the ongoing general classification review project now in Phase 3 and will be part of the market pricing wage survey (Phase 4) to be completed by December 2022 using the services of EH&A.

The objectives of the IT departmental reorganization seek to

1. enhance the reliability, security and protection of the District's technology hardware, software, networks, and other systems;
2. improve the functioning of certain specialized systems with a dedicated position with a highly focused skill set; and
3. dedicate a level of management expertise and staff resources toward the planning, development and implementation of innovative technology hardware and applications intended to enhance the educational toolkit available to teachers and administrators in meeting site needs and student achievement goals.

A total of five new/revised classifications were contemplated, most to be filled by promotional recruitment.

- Three of the five classifications were new and approved by the Commission in 2021:
 - Network Support Specialist
 - Information Security Analyst
 - Educational Informational Systems Manager.
 - Network Administrator



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

- Two additional new classes were contemplated for subsequent development by the District and come now (April 2022) before the Commission:
 - Server Administrator
 - Server Support Specialist

A part of the evolution to achieve the second of the three objectives above, this proposal presents for the Commission's consideration and approval the following new job classification description:

- Server Support Specialist

This proposed new classification is responsible for day-to-day duties relating to configuring, installing, maintaining, and repairing onsite, offsite, and cloud subsystems and servers; and assisting in overseeing the district datacenter operation and environment. This work is done in coordination with the Server Administrator, a higher-level position with overall responsibility for servers and server-based systems.

An external market wage survey to identify likely matches on which to make a basis for wage comparison was conducted. The market surveyed included the six districts preferred by the bargaining unit to be used in the upcoming Phase 4 salary review in Fall of 2022.

Central USD (K-12)	Merced City SD (K-8)
Clovis USD (K-12)	Stockton USD (K-12)
Fresno USD (K-12)	Visalia USD (K-12)

Merced Union High School District was added to supplement the information from the Merced Elementary District by obtaining the high school perspective in Merced since Madera USD is a K-12 district.

Server Support Specialist vs. Network Support Specialist/Network Specialist

A discussion is ongoing in technology regarding the differences and similarities between supporting a network and supporting servers/systems overall. The following information also appears in connection with the proposed new job classification Server Administrator and is repeated here for its relevance to the recommendation regarding server support specialist.

While the technology industry does recognize that Server Administration (also called System Administration) and Network Administration can both exist within the same organization as two separate specialties. There is some blurring of distinction and many organizations often use network administration as a catchall title for both areas of expertise and assign to a Network Administrator job many of the tasks and responsibilities found in a Server Administrator job. Network Administrator and System/Server Administrator are two terms that overlap each other but in reality, they are very different from each other. The main responsibilities of the network administrator are to install, configure and support the local area network (LAN), wide area network (WAN), segment of a network system or internet system of an organization. It is as though a network administrator builds and maintains the road through which the system communicates. System/Server administrators are responsible for the management, configuration & upkeep of computer systems of any business or organization. The following table further depicts the distinctions (from networkinterview.com):



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

PARAMETERS	NETWORK ADMINISTRATOR	SYSTEM ADMINISTRATOR
Role	Manages the Network	Manages the Servers and computer systems
Look After	Routing devices like switches, routers etc, Cables	Computer Systems, OS, Applications
Maintenance Window	Network	Server
Specialization	Needs the knowledge of network hardware, configuration and scripting of these devices	Needs the knowledge of software like Operating systems, patches and related platforms
networkinterview.com (An Initiative By ipwithease.com)		

Yet, because of the blurred overlap, and despite the distinctions between these two jobs, if an organization has both jobs, it may decide to pay the two jobs at the same range.

It is therefore suggested that the Server Support Specialist receive an interim allocation to the same range as the existing Madera USD job classifications Network Specialist and Network Support Specialist (i.e., SR 40). A subsequent reallocation review would be considered in connection with the Phase 4 wage survey scheduled to take place in the larger study in Fall of 2022 when the Network Administrator is slated to be surveyed.

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.

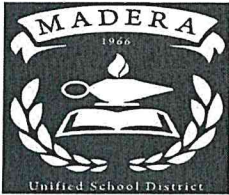
Recommendation:

It is recommended that the Personnel Commission approve the proposed new job classification of Server Support Specialist as reflected in the attached job classification description. Any changes to the salary range allocation that may be warranted will be made in concert with the Phase 4 market survey for the entire classification plan as has been the case with all of the other existing classes that have been studied.

<u>JOB CLASSIFICATION TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Server Support Specialist <i>(job classification description attached)</i>	New <i>(there are no staffed incumbents)</i>	Range 40 (\$52,116 - \$68,549) of the 2021/2022 Classified Salary Schedule <i>(a subsequent salary range reallocation may be made during Phase 4 of the larger study in order to consider internal alignment with closely related existing classes)</i>

Attachment:

Job Classification Description: Server Support Specialist



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. ##-####/##
DOCUMENT NO. ##-####/##
DATED Mo/Da/Year

PROPOSED NEW CLASS TITLE: SERVER SUPPORT SPECIALIST

DEPARTMENT/SITE: Information and
Technology Support

REPORTS TO: Director of Information and
Technology Support

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: TBD

WORK YEAR: 12 Months (261 Days)

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information and Technology Support and the day-to-day work in coordination with the Server Administrator, the Server Support Specialist configures, installs, maintains, and repairs onsite, offsite, and cloud subsystems and servers; assists in overseeing the district datacenter operation and environment; provides information, direction, and/or recommendations regarding server installations and configurations; resolves server operational issues; and providing technical support to district and site staff. The incumbent in this classification provides the school community with robust and reliable server and cloud infrastructure, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Server Series. The Server Support Specialist provides professional technical services and intermediate diagnostic response for a variety of technology-based systems that support students, teachers, and District personnel. Day-to-day work assignments, priorities, and coordination are typically provided by the Server Administrator.

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.

- Administers systems and servers related to district services hosted onsite, offsite, or in the cloud (e.g., AWS, Google Cloud Computing Services, Microsoft Azure, email systems, accounts, print queue, workstation ID, IP assignments, operating system installation, end user software management), ensuring availability of services to authorized users.
- Assists in evaluating solutions to District server and technology infrastructure current and future needs as proposed by various vendors and outside experts.
- Assists with the implementation of network equipment as needed, both virtually and physically.
- Assists Network Administration staff as directed to install, configure, and maintain network services and equipment (e.g., switches, routers, network servers) relating to server infrastructure and meeting network systems requirements.
- Collaborates with a variety of internal and external parties (e.g., district personnel, programmers, analysts, database administrators, end users) to provide and/or receive information and ensure project success.
- Configures onsite and offsite/cloud systems (e.g., servers, PaaS-Platform as a Service, IaaS-Infrastructure as a Service, SaaS-Software as a Service) ensuring efficient server operations.
- Creates, follows, and maintains, written and verbal procedures; prepares written technical documentation,

training material, standards, reports, and other documents as assigned; prepares and reviews reports for accuracy and completeness.

- Installs servers, operating systems, and main applications (e.g., service packs, application software, operating software, hardware upgrades) for maintaining and improving the District's technology infrastructure.
- Maintains workstation and server functionality (e.g., installs patches and/or upgrades, supports Activity Directory) to ensure availability of desktop and server functionality for all users.
- Monitors a variety of computer systems and functions (e.g., hypervisor health, storage capacity, compute needs, server hardware status and health, server power utilization & UPS health, web interfaces) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.
- Monitors district datacenter disaster recovery equipment and environmental controls (e.g., backup generator, datacenter HVAC, UPS equipment, chemical fire suppression) and collaborates with district personnel responsible for maintenance of these systems to mitigate disaster to the greatest extent possible.
- Participates in meetings, workshops and/or trainings convey and/or gather information required to perform server support and related job functions.
- Research and learn about new and emerging technologies as they relate to the job duties of this position.
- Responds to help desk inquiries as required.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- 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 necessary to meet the needs of students and staff.
- Troubleshoots malfunctions of server hardware and software applications within the District's local/wide area networks and cloud infrastructure (e.g., servers, network connections) to restore services and identify/resolve operational issues.
- 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:

- Configuration, management, and maintenance of network switching and routing equipment
- Monitoring and management systems typically found in server center operations
- Server hardware, operating systems, software, backup, and recovery (including Microsoft Windows Server, Unix, or Linux)
- Networking concepts, practices and troubleshooting such as firewalls, DNS, DHCP, Host Names, File and Print Services
- Methods and processes of statistical analysis and data reporting
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Skills and Abilities to:

- Analyze and resolve complex technical problems related to server equipment and systems
- Troubleshoot and repair server-related hardware, software, and operating systems
- Operate various server hardware and software
- Assist with the installation and maintenance of server hardware, software, and operating systems and components
- Work in a virtualized environment and manage computers remotely
- Understand scripting languages such as PowerShell; proficiency is a plus

- Understand and work with systems management technologies such as but not limited to, Microsoft Endpoint Configuration Manager (previously System Center Configuration Manager)
- Understand and work with Apple systems management technologies such as JAMF
- Understand and work with mobile device management technologies
- Under and work with Virtualization technologies such as but not limited to VMware vSphere, Microsoft Hyper-V; knowledge/experience with virtual desktop environment such as VMware Horizon is a plus
- Install and maintain server hardware, software, and operating systems and components
- Create complex scripts
- Work in a virtualized environment and manage computers remotely
- Run and schedule application tasks
- Prepare and present various comprehensive technical materials
- Use operating systems, spreadsheets, word processing and presentation apps to prepare reports, training materials, and other documents related to assigned duties
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Work independently with little direction
- Plan, prioritize and schedule work to adhere to timelines and to meet deadlines
- Respond to support requests and unexpected needs after hours and on weekends
- Communicate, understand, and follow oral and written directions effectively
- Research and learn new or updated computer systems/software program and apply them to current work
- 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, protocols, procedures, objectives, and goals

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:

High school diploma. Associate's degree in computer science preferred.

EXPERIENCE REQUIRED:

Three (03) years of experience in providing technical support to computer users in a network environment and in the maintenance, operation, and repair of computer systems, servers, networks, and software, at least two of which must have included responsibility as the primary technical support for server systems. Course work in computer science, computer engineering, 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.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to various district sites to provide tech services and to attend training, seminars, and conferences both within and outside the district.

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
- 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 18, 2022

Agenda Item:

Public Hearing and Adoption of the 2022-2023 Personnel Commission Budget

Agenda Placement:

Action

Background:

At the previous board meeting, staff presented a preliminary budget for the 2022-2023 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.

This past year we had slight expense increases for supplies, maintenance contracts, dues/memberships, recruitment/advertisements and software licenses. Therefore, the Business Office has increased the PC budget with an additional \$5000.00 to offset these expense for next school year. The PC budget also includes \$40,000 designated for the 2023 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 2022-2023 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 2022.

2022-23 Budget Allocation

Merit, Depts 5260 & 5261

		2021/22 Adopted Budget	2021/22 Revised Budget	2021/22 Actuals with Encum	2022-23 Budget
RS 00000 - UNRESTRICTED DE 5260 - PERSONNEL COMM					
CLERICAL & OFFI,PERSONNEL/HUMAN	(102394) 0100-00000-0-0000-7400-2460-01-260-5260	500.00	691.00	690.48	700.00
CLERICAL & OFFI,PERSONNEL/HUMAN	(071761) 0100-00000-0-0000-7400-2490-01-260-5260	2,000.00	2,000.00	1,102.79	1,800.00
	Total for Object 2000	2,500.00	2,691.00	1,793.27	2,500.00
	Total for Object 3000 (Adjusted against Supplies)	744.00	744.00	439.67	925.00
				Estimate	
SUPPLIES,PERSONNEL/HUMAN	(020009) 0100-00000-0-0000-7400-4300-00-260-5260	5,756.00	5,793.00	5,792.15	6,075.00
TRAVEL & CONFER,PERSONNEL/HUMAN	(076380) 0100-00000-0-0000-7400-5200-00-260-5260	8,500.00	8,065.00	3,298.80	9,000.00
DUES & MEMBERSH,PERSONNEL/HUMAN	(039482) 0100-00000-0-0000-7400-5300-00-260-5260	4,000.00	4,000.00	3,555.00	3,600.00
MAINTENANCE CON,PERSONNEL/HUMAN	(029177) 0100-00000-0-0000-7400-5650-00-260-5260	250.00	250.00	250.00	250.00
DUPPLICATING-D/C,PERSONNEL/HUMAN	(039796) 0100-00000-0-0000-7400-5715-00-260-5260	150.00	150.00	0.00	50.00
PROFESU/CONSUL,PERSONNEL/HUMAN	(004404) 0100-00000-0-0000-7400-5800-00-260-5260	5,100.00	72,536.00	61,549.07	2,000.00
LEGAL,PERSONNEL/HUMAN	(059631) 0100-00000-0-0000-7400-5840-00-260-5260	4,000.00	4,000.00	2,321.37	3,000.00
ADVERTISEMENT ,PERSONNEL/HUMAN	(074244) 0100-00000-0-0000-7400-5870-00-260-5260	2,000.00	2,706.00	2,705.77	3,000.00
HARDWARE/SOFTWA,PERSONNEL/HUMAN	(036706) 0100-00000-0-0000-7400-5885-00-260-5260	10,000.00	16,465.00	16,463.10	17,600.00
	Total for Object 5000	34,000.00	108,172.00	90,143.11	38,500.00
	Total for Department 5260	43,000.00	117,400.00	98,168.20	48,000.00
2022-23 Base Budget \$43,000.00					
RS 00000 - UNRESTRICTED DE 5261 - CLASS CONFERENCE					
OTHER CLASSIFIE,OTHER GENERAL A	(111642) 0100-00000-0-0000-7200-2990-01-260-5261	0.00	14,983.00	0.00	15,000.00
	Total for Object 3000 (Adjusted against Supplies)	0.00	5,017.00	0.00	5,550.00
				Estimate	
SUPPLIES,OTHER GENERAL A	(111652) 0100-00000-0-0000-7200-4300-00-260-5261	0.00	9,001.00	207.36	8,950.00
PROFESU/CONSUL,OTHER GENERAL A	(111653) 0100-00000-0-0000-7200-5800-00-260-5261	0.00	10,000.00	0.00	9,500.00
HARDWARE/SOFTWA,OTHER GENERAL A	(119628) 0100-00000-0-0000-7200-5885-00-260-5261	0.00	999.00	999.00	1,000.00
	Total for Object 5000	0.00	10,999.00	999.00	19,450.00
	Total for Department 5261	0.00	40,000.00	1,206.36	40,000.00
2022-23 Base Budget \$40,000.00					

Principal/Dept Head

Nabel Barrera

Date

5/18/2022

California Education Code

§ 45253

- (a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.
- (b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.
- (c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.
- (d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.
- (e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

Location: https://california.public.law/codes/ca_educ_code_section_45253

Original Source: Section 45253, https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=45253. (last accessed Jun. 6, 2016).



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 18, 2022

Agenda Item:

Presentation of the Classified 3rd Quarterly Employee Award to Mona Hayes – Berenda Elementary School

Agenda Placement:

Informational

Background:

The Personnel Commission will present the Classified 3rd Quarterly Employee Award to Mona Hayes – Berenda Elementary School

Recommendation:

Presentation of the Classified 3rd Quarterly Employee Award.