

MORGAN HILL UNIFIED SCHOOL DISTRICT
Personnel Commission
AGENDA

Date: April 17, 2024
Time: 5:00 p.m.
Location: MHUSD – Round Room
15600 Concord Circle
Morgan Hill, CA 95037

To make a public comment, cards will be available at the meeting. Cards must be turned in before the start of the meeting. Your name will be called at the appropriate time and you will have THREE minutes to speak.

I. OPEN SESSION

Meeting Called to Order:

Pledge of Allegiance

Roll Call: Victor Loesche (Chair)
Kevin Pfeil
Don Moody

II. ADOPT AGENDA

Motion by: Ayes:
Second by: Noes:

III. APPROVE MINUTES of February 28, 2024

Motion by: Ayes:
Second by: Noes:

APPROVE MINUTES of March 20, 2024

Motion by: Ayes:
Second by: Noes:

IV. INTRODUCTIONS/PRESENTATIONS/RECOGNITION/ANNOUNCEMENTS

This is an opportunity for Personnel Commission members and staff to introduce staff members or others and to recognize the accomplishments of staff members and departments.

V. ITEMS FOR PUBLIC COMMENT AND COMMUNICATION

This is an opportunity for members of the public to communicate with the Commission on any item not scheduled for action.

A. MHCEA update

B. PUBLIC HEARING ON THE COMMISSION'S INTENTION TO APPOINT KEVIN PFEIL AS THE JOINT APPOINTEE TO THE PERSONNEL COMMISSION FOR THE 2023-2026 TERM (Ed. Code §45246(f))

VI. ITEMS FOR PERSONNEL ACTION

This section lists the items for Commission action.

A. Hiring Report

Pat Sanchez

Motion by: Ayes:
Second by: Noes:

B. Modification of job requirements for **Mechanic Foreperson** job description. Specifically removal of the requirement of qualifying for the California School Bus Drive Certificate.

Pat Sanchez

Motion by: Ayes:
Second by: Noes:

VII. REPORTS/INFORMATION/DISCUSSION

This section is reserved for topics of discussion by the Commission members and staff

VIII. ITEMS FOR PERSONNEL CONSENT

These are routine items requiring little or no separate explanation. They are acted upon in a single motion.

IX. ADJOURN:

Motion by: Ayes:
Second by: Noes:

**MORGAN HILL UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
March 16, 2024– April 10, 2024**

TOPIC:	Hiring Report
PREPARED BY:	Reina R. Gonzalez, Executive Assistant of Human Resources
PRESENTED BY:	Pat Sanchez, Asst. Superintendent of Human Resources
TYPE OF ITEM:	Action

NEW HIRE, PROMOTIONS, INCREASE IN HOURS

NEW HIRES:

Name	Position	Location	Start Date
Baez, Rosa	Student Supervisor	Nordstrom	04/08/24
Lazaro, Nunila	Admin Assistant I	Nordstrom	04/08/24

PROMOTIONS:

None

INCREASE IN HOURS:

None

SUBSTITUTES, LIMITED TERM ASSIGNMENT, WORKING OUT OF CLASS

SUBSTITUTES:

EMPLOYEE NAME	POSITION	LOCATION	DATE
Mojica, Gloria	SUB	Various	04/08/24
Silva, Jazmin	SUB Para/ student supervisor	Various	

LIMITED TERM ASSIGNMENT:

None

WORKING OUT OF CLASS:

Last Name	Position	Out-of-Class Position	Start Date	End Date
Gilford, Tara	Admin Office Support	HR Specialist	8/30/23	-
Valenti, Patricia	HR Specialist	Supervisor of HR	8/19/23	-

TRANSFER:

EMPLOYEE	POSITION	FROM	TO	DATE
Villarreal, Jasmine	Student Supervisor	Live Oak	Martin Murphy	04/08/24

RESIGNATIONS, RETIREMENTS, SEPARATIONS, & LEAVE OF ABSENCE

RESIGNATIONS, RETIREMENTS, SEPARATIONS:

EMPLOYEE NAME	POSITION	SITE	REASON	TERM DATE
Lozada, Pedro	Custodian	Live Oak	Resigned	4/12/2024
Vento, Nicole	Paraprofessional	Barrett	Resigned	3/22/2024

LEAVE OF ABSENCE:

LEAVE OF ABSENCE	POSITION	SITE	Start Date	Return Date
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Garcia, Nicholas	Maintenance	District Office	03/22/2024	04/22/2024
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POSTING FOR TRANSFER:

CLASSIFICATION	POSTED	CLOSED
Student Supervisor, Live Oak HS	4/8/2024	4/15/2024
Custodian, Live Oak HS	4/5/2024	4/12/2024

EXAMINATIONS, INTERVIEWS, JOB DESCRIPTION

POSTING FOR NOTICE OF EXAMINATION:

CLASSIFICATION	POSTED	CLOSED
Mechanic	Continuous	
Paraprofessional	Continuous	
School Bus Driver	Continuous	
Student Nutrition Assistant	Continuous	

EXAMINATION:

Classification	Date of Test	People taking test	Ranked w/ Score 70+	People Eligible
Paraprofessional	3/15/2024	3	1	2
Student Nutrition Assistant	3/20/2024	7	5	5
Dispatcher	3/27/2024	2	2	2
Student Support Specialist	4/10/2024	2	2	2

INTERVIEWS:

Classification	Date of Interview
Paraprofessional - MTSS, Los Paseos	3/18/24
Student Supervisor, Nordstrom	3/26/24

JOB DESCRIPTION UPDATE:

Mechanic Foreperson



Mechanic Foreperson

Previously
(Mechanic III and IV)

Classified Position

Initial Date: February 24, 2006
Board Approval: March 20, 2012
Revision Date: March 6, 2012
Personnel Commission: 4/25/2012
Range: 61

Reports to Director of Transportation

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Director of Transportation, plan, assign, coordinate, oversee and participate in the work performed by Mechanics in the shop. This job class requires the ability to work independently and to oversee staff as well as working effectively with the entire Transportation staff and the public.

REPRESENTATIVE DUTIES:

- Coordinate and oversee all operations relating to the shop and shop activities
- Assign work to Mechanics
- Completes billings for all services rendered
- Continually monitors incoming work orders to ensure timely completion of tasks and correctness of billing
- Participates with Director of Transportation in long-term and short-term organizing planning of unit operations
- Perform Mechanic Representative duties
- Analyze work force productivity and consult with Director of Transportation regarding Mechanic job performance recommendations
- Order parts and supplies as needed
- Maintain inventory control
- Work with the Senior Account Clerk in the preparation of invoices for customers
- Work with the Director of Transportation and Senior Account Clerk on budget building and maintenance
- Maintain compliance with regulations, procedures, and records related to shop operations to include but not limited to:
 - Underground tank operator compliance testing
 - Hazardous materials handling procedures and manifest record keeping
 - Storm water collection and reporting
 - Tire disposal and manifest record keeping
 - Smog and opacity testing for all District vehicles
 - Procedures for hazardous spills and proper disposal of same
 - Material data safety sheets information
- Perform related duties as assigned

OTHER DUTIES:

Drive a school bus to transport students safely and efficiently to various locations as needed; pick up and discharge students in accordance with established time lines; observe legal and defensive driving practices; maintain order and discipline among passengers on the bus. Attend job related in-service.

KNOWLEDGE AND ABILITIES:

- Ability to oversee and maintain a high level of shop safety practices
- Ability to assign and monitor work done by the Mechanic staff
- Above journey level skills and knowledge in mechanical operation and repair of standard and alternative fueled vehicles and equipment
- Knowledge of methods, materials, practices, and tools of the mechanic's trade
- Knowledge of State traffic and driving rules; safety rules and regulations pertaining to mechanical servicing and repair

- Knowledge of purchasing procedures and inventory control practices
- Ability to understand and follow both oral and written instructions
- Ability to give both oral and written instructions
- Knowledge and ability to use a computer
- Ability to meet schedules and time lines

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Above journey level mechanical experience required
- Supervision and customer service experience is desirable

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California driver's license
- May require pre-employment physical examination
- ✦ • Must qualify for and obtain a California School Bus Driver Certificate ✦

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor/outdoor working environment; vehicle repair shop environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to repair vehicles
- Subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions
- Moderate to heavy physical effort for extended periods of time. Occasional lifting to 80 pounds, not more than 50 pounds without assistance
- Seeing to monitor and repair vehicles
- Standing for extended periods of time; periodic lifting, carrying, loading and unloading of automotive parts and equipment
- Moderate to high stress level

HAZARDS:

- Exposure to hazardous automotive chemicals
- Exposure to heavy equipment and tools
- Working from heights
- Working in a cramped or restrictive work area

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.