

Alvord Unified School District

## NOTICE OF PUBLIC HEARING

The Alvord Unified School District Hereby Gives Notice that a  
Public Hearing will be held as follows:

### TOPIC OF HEARING:

Notice is hereby given that the Alvord Unified School District and California School Employees Association and its Alvord Chapter 339 (CSEA) have reached a proposed Successor Agreement covering the time period of December 1, 2020 – November 30, 2023.

- **CSEA Proposed Tentative Agreement:**  
<https://www.alvordschools.org/cms/lib/CA01900929/Centricity/Domain/4/Notice%20of%20Public%20Hearing%20CSEA%20Successor%20Agreement.pdf>

This agreement is available for public inspection and review at the following address:

Alvord Unified School District – Human Resources  
9 KPC Parkway  
Corona, CA 92879

Availability for public inspection and review is required prior to the Board of Education taking action at its regularly scheduled meeting at the following location:

### Alvord District Board Room

**HEARING DATE:** Thursday, September 16, 2021

**TIME:** 6:00 PM

**LOCATION:** District Board Room  
Alvord Unified School District  
9 KPC Parkway  
Corona, CA 92879

**FOR ADDITIONAL INFORMATION CONTACT: Bob Presby, 951-509-5124**

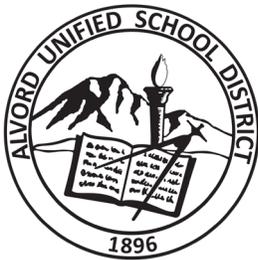
*~ This public notice may be removed on September 17, 2021 ~*

ALVORD UNIFIED SCHOOL DISTRICT  
and  
California School Employees Association  
and its Chapter #339

Collective Bargaining

# AGREEMENT

December 1, 2020 – November 30, 2023

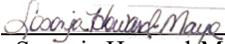


Dated: June 23, 2021

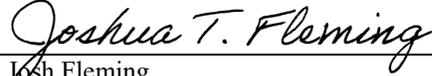
**Association:**



Ben Savage  
Chief Negotiator, CSEA Chapter #339



Sosonja Howard-Mayo  
President, CSEA Chapter #339



Josh Fleming  
Labor Relations Representative



Robert Archuleta  
Negotiating Team Member, CSEA Chapter #339



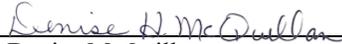
Laura Conklin  
Negotiating Team Member, CSEA Chapter #339



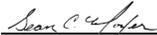
B Gernertt  
Negotiating Team Member, CSEA Chapter #339



Rhonda Macias  
Negotiating Team Member, CSEA Chapter #339



Denise McQuillan  
Negotiating Team Member, CSEA Chapter #339



Sean Moyer  
Negotiating Team Member, CSEA Chapter #339

**District:**



Bob Presby, Ed.D.  
Assistant Superintendent, Human Resources



LaShonda Owens  
Director II, Human Resources



Linda Zamora-Murillo  
Administrative Assistant, Human Resources



Eric Holliday  
Director I, Child Nutrition Services



Kevin Ememaker  
Executive Director, Administrative Services

## **ARTICLE VII - PAY ALLOWANCES**

### **Section 3 - Promotion.**

Any unit member in the bargaining unit who is promoted to a higher classification under the provisions of this Agreement shall receive a step placement that is no less than ~~2.5%~~ **5%** above what the unit member would have received if the unit member had remained in the previous classification.

## ARTICLE VIII – VACATION SCHEDULE

### Section 1 - Vacation Provision.

Unit members' vacations shall be scheduled at the convenience of the District with consideration of the needs of the unit members. **Vacation is provided with the intent of giving employees an annual break from their work routine. For that reason, the supervisor should make every effort to allow the employee to schedule vacation so that the employee is provided with a suitable period of continuous vacations days.**

- (a) Each full time, twelve (12) month unit member shall accrue vacation days at the rate of one (1) day per month during any given fiscal year.
- (b) Unit members employed on a less than full time basis and hourly unit members are granted vacation time on a prorated basis proportionate to the number of hours worked. Unit members are eligible for vacation benefits upon completion of the first six months of employment in paid status in accordance with the law. However, earned vacation time is calculated from the beginning of service. Probationary unit members shall be allowed to use vacation time during their first six months of employment for non-designated work days even though such vacation time may not have been earned. In the event a new probationary unit member separates from the District prior to earning the vacation time advanced, the District shall have deducted from the unit member's final pay warrant the full amount of salary which was paid for unearned days of vacation.
- (c) A unit member who terminates, is suspended or begins a leave of absence before the end of a year, calculated from the unit member's date of hire, shall receive a prorated portion of the regular vacation time for that year, based upon months of service completed at the time the termination, suspension or leave of absence begins.
- (d) After five (5) years of consecutive employment with the District (beginning with the date of hire, extending five (5) complete years, and ending with the date of hire), employees will accrue an additional five (5) days in any given year in addition to the vacation time provided in paragraphs (a) and (b) and in accordance with paragraph (c) above will be granted.
- (e) After ten (10) years of consecutive employment with the District (beginning with the date of hire, extending ten (10) complete years, and ending with the date of hire), employees will accrue an additional ten (10) days in any given year in addition to the vacation time provided in paragraphs (a) and (b), and in accordance with paragraph (c) above will be granted.
- (f) The unit member shall use ~~his/her~~ **their** vacation by June 30 of the fiscal year following that in which it is earned. Vacation time may not accumulate beyond June 30 without written approval of the Superintendent **or designee**. Unit members shall not lose their accumulated vacation days. Unit members shall be paid for any excess unused vacation at the end of the **fiscal year following that in which it is earned** ~~school-year~~. Upon termination, the unit member shall be paid for ~~his/her~~ **their** earned but unused vacation.
- (g) When a holiday falls during the scheduled vacation of a unit member, the holiday will not be deducted as a day of vacation from the unit member's vacation entitlement.
- (h) All unit members shall submit to their immediate supervisor a proposed vacation **calendar** schedule **no later than April 30<sup>th</sup> or** fifteen (15) working days after the **ratification of the classified work year calendar, whichever is later.** ~~School Board approves the school calendar for the next fiscal year.~~ **Unit members are expected to schedule and take all accrued vacation in the fiscal year it is earned.** Vacations shall be scheduled at times requested by unit members in collaboration with their immediate supervisor and the unit member shall schedule vacations considering undue hardship for unit members and district

operations. If there is a conflict between unit members who are working on the same or similar operations, as to when vacation shall be taken, the unit member with the greater District seniority shall be given preference.

*\*Additional paragraphs under subsection 'h' were moved below into separate subsections j, k, i.*

- (i) **If an employee is unable to take their vacation, due to extenuating circumstances, a work-related need, or anticipates a need for vacation in the following year, the employee shall request permission to cancel and reschedule the vacation day that year, or carry-over the unused days of vacation, not to exceed twenty-two (22) vacation days into the next fiscal year. Any changes shall result in a revised work-year calendar signed by both the employee and supervisor.**
- (j) Unit members who work less than twelve (12) months shall be expected to schedule and take **annual accrued** vacations on non-designated work days, i.e. Thanksgiving, Winter, **President's Week** and Spring break. **Any additional accrued vacation days may be scheduled by the unit member on the vacation calendar for approval from administration.** ~~however, this~~ shall not prevent unit members from working additional assignments during non-designated work days in accordance with Article XI-Hours and Overtime, Section 4. **If a unit member who works less than 12 months, works additional assignments on a scheduled vacation day, they are expected to revise their vacation calendar with their supervisor to reschedule the vacation.** In such a case, unit members will be paid their normal rate of pay in lieu of using vacation time. The immediate supervisor shall notify each unit member in writing to confirm or deny the requested date(s) for the unit member's vacation. This notification shall be given within fifteen (15) working days as referenced in section 1(h).
- (k) A request to change a previously scheduled vacation ~~due to unforeseen circumstances~~ shall be granted or denied, **in writing**, within ten (10) working days. **Should a request be denied, the written notice shall include the member's option to appeal to the Director of Human Resources.** Any change may be granted if it will not create an undue hardship adversely affecting the delivery of services in the unit member's department, and shall be subject to the vacation schedules already established. However, disputes may be appealed to **the Director of Human Resources (HR)** for review. The decision **to grant the request shall be based on documentation provided by the employee.** The decision of **the Director of Human Resources** shall be final. Scheduling disputes arising under this section shall not be subject to the grievance procedure.
- (l) Those less than twelve-month unit members who have worked during the summer months shall be given credit for extra hours of vacation leave based on an average of hours worked per day in the summer months. If fifty percent (50%) or more of a summer month is worked, credit is given for the entire month. Summer months are defined as the time between the end of one academic year and the commencement of another.

## ARTICLE XI - HOURS AND OVERTIME

### Section 6 - Working Out of Classification.

- (a) The District may require a unit member to perform duties which reasonably relate to those duties fixed and/or prescribed for the unit member's classification. In addition, the District may require a unit member to perform duties which do not reasonably relate to duties fixed and/or prescribed for the unit member's classification. Any unit member, who works out of classification and qualifies for out-of-class compensation under this section, will be placed in the higher classification at a step representing the next higher amount of money than his or her present income for the entire period in which the unit member is required to work out of classification. When placement on the salary schedule under this section would result in an increase in pay of less than ~~2.5%~~ **5%**, the unit member shall be placed on the next highest step.

### Section 9 - Shift Differential Premium.

- (a) Unit members shall receive a premium of ~~2.5%~~ **5%** for the entire shift where their work assignment extends four (4) or more hours after 6 p.m. or begins four (4) or more hours before 8 a.m.
- (b) **The unit members shall not lose the shift differential compensation if the unit member is temporarily assigned for twenty (20) working days or less to a shift not entitled to such compensation. All night custodians will be assigned to a day shift during summer recess and shall lose their shift differential from June 1 through July 31. The summer work hours will be from 8:00 a.m. to 4:30 p.m.**
- 1. The District agrees to accommodate unit members who experience an undue hardship due to the change in work schedule between June 1 and July 31.**

### Section 13 – Summer Work Substitutes.

Employees interested in summer substitute work shall submit their interest on the appropriate district form. All summer work (daily substitute assignments, vacancies, etc.) shall be filled among interested and available unit members who have notified Human Resources in writing of their interest to work during the summer. Employees must meet the minimum eligibility requirements of the position and shall **only** be assigned through the District's automated substitute placement system (~~AESOP/Frontline~~). **All qualified unit members will have an opportunity to accept substitute assignments.** These assignments shall first be offered to Classified unit members, ~~by seniority~~, prior to considering substitute employees.

## **ARTICLE XII – RECLASSIFICATION CLASSIFICATION REVIEW**

*\*Proposal is to strike all previous language in Article XII – Reclassification and replace with language below.*

### **Section 1- Classification Review.**

To assure that classified job descriptions are accurate and up to date, the District and CSEA agree to review each classification in the classified bargaining unit every four years. The determination of the classification of employees is not within the scope of the grievance procedure of the classified employee collective bargaining agreement.

### **Section 2 - Classification Plan.**

- (a) The Human Resources Department shall establish and maintain a Classification Plan for all positions in the classified bargaining unit. The Classification Plan shall include:
1. A position classification system which standardizes and classifies positions according to prescribed duties and responsibilities.
  2. Classes shall be placed in groups according to occupational similarity. The occupational groups for the bargaining unit are listed in Appendix K.
  3. At least one benchmark or compensation survey position shall be designated for each occupational group. Compensation survey positions are noted on the list of occupational groups in Appendix K. The designation of benchmarks shall be subject to the mutual agreement of the District and CSEA (designated with an asterisk [\*] in Appendix K).
  4. A formal process for reviewing each position in the classified bargaining unit every four years. The Schedule of Reviews is included in Appendix K.
- (b) For each classification in the classified bargaining unit there shall be established a classification description which shall include:
1. The official classification title and salary range.
  2. A definition of the class, indicating the duties and responsibilities.
  3. The level of supervision received and if applicable exercised.
  4. A statement of typical tasks to be performed.
  5. A statement of the minimum qualifications required.
  6. A statement of knowledge, abilities and skills required.
  7. A statement of working conditions, including physical abilities and hazards.
  8. The effective date of the classification
- (c) The allocation of a position or group of positions to a new or existing classification and/or range(s) on the salary schedule shall become effective on a date determined through negotiations. The effective date may not occur prior to the date the Governing Board takes action to approve the reclassification. Reclassifications shall not be retroactive.
- (d) The determination of the classification of employees is not within the scope of the grievance procedure of the classified employee collective bargaining agreement.

### **Section 3 - Reclassification of Existing Positions**

- (a) Basis for Reclassification.

**Reclassifications must be based on a gradual increase of duties and responsibilities or reorganization. Determinations shall be based upon the following guideline factors:**

- 1. Changes in duties and responsibilities normally occurring over a period of not less than two years.**
- 2. Any increase in responsibilities occurring over a period of not less than two years that have been assigned by the supervisor of the employee.**
- 3. Organizational changes affecting the position, regardless of the length of time since changes in the position have occurred.**

**Factors which shall not be taken into consideration include:**

- 1. The volume of work performed by the employee.**
- 2. The employee's length of service, seniority or time spent at the maximum salary step of the position.**
- 3. The quality of the employee's performance.**
- 4. The possession by the employee of qualifications and skills not assigned by the District to the position.**
- 5. The number of assigned hours or the monthly/hourly salary of the existing position.**

**(b) Procedures for Classification Review of Existing Positions.**

**The Human Resources Department shall review job descriptions and salary placement of positions as necessary to determine their proper classification and salary placement and shall cause all positions in the classified bargaining unit to be reviewed at least once every four years.**

**(c) During a year in which a position is to be reviewed, the Human Resources Department shall send a notification to the schools and offices that employ persons in the classifications. Employees in those classifications scheduled for review shall also be notified. The notification shall include District-provided timelines, forms and instructions for the scheduled review. Unit members shall be allowed to use normal work hours to respond to the classification review forms and compile supporting documentation.**

**(d) The Human Resources Department shall receive the completed classification review forms and supporting documents, if any, and direct a classification review based on the guidelines established in Section 3, (a), above. CSEA will be provided copies of the completed classification review forms and supporting documentation, if any, prior to negotiations.**

**(e) The Human Resources Department may obtain additional information from the employee, the supervisor or other sources necessary to complete the classification study. These materials will also be used to make classification decisions. CSEA will be provided any new or revised information obtained on a classification review form as it is received by Human Resources. Unit members shall be allowed to use normal work**

**hours to respond to additional information requests and/or compile additional documentation.**

- (f) The classification study may result in one of the following actions:**
- 1. Allocation of all the positions within a classification to a new or existing classification that has a higher/lower salary range.**
  - 2. Allocation of a group of the positions within a classification to a new or existing classification that has a higher/lower salary range.**
  - 3. Modification of the duties and responsibilities of a position or a group of positions within a classification that does not result in a salary change.**
  - 4. A change in salary without modification of the duties and responsibilities of a position or a group of positions within a classification.**
  - 5. No change.**
- (g) Salary placement considerations made pursuant to Section 3, (B)(4) above shall be made in light of the median total compensation paid for the position at comparable local educational agencies (LEAs), consistent with the provisions of this Agreement, and with the intent to recruit and retain highly motivated and qualified classified professionals.**
- (h) The recommended changes in job descriptions and/or salary ranges will be recommended to the Board of Education for approval at the conclusion of the classification review in the form of a duly negotiated agreement between the District and CSEA.**
- (i) CSEA may request release time each year to meet with impacted unit members of the classification review and prepare for negotiations. The district agrees to honor reasonable requests. To not disrupt District business, a unit member's supervisor may request alternate times for the employee to meet with CSEA.**
- (j) The Human Resources Department shall notify the employee and the employee's supervisor of the results of the classification study.**

**Section 4 - Employee/Supervisor Requested Special Classification Reviews.**

- (a) The purpose and intent of the Classification Plan is to establish a process for the regular review of positions in the classified bargaining unit. For this reason, an employee and/or supervisor requested classification review of a position outside the four-year review cycle shall only be granted under rare circumstances and for compelling reasons.**
- 1. An employee or a supervisor may request a special classification review in the event of organizational changes affecting the position.**
  - 2. The request for a review shall be submitted in writing on a form provided by the Human Resources Department together with a statement of the compelling reasons for the review. The exclusive representative will be provided with copies of all requests for review and statements of compelling reasons.**
  - 3. The Human Resources Department and CSEA shall come to mutual agreement whether the information presented is sufficient to warrant a review of the**

position, and shall notify the employee or supervisor requesting the review of the decision not later than forty-five (45) working days following receipt of the request.

4. No more than three positions will be authorized for review outside of their assigned review year.
5. Reviews authorized under this section shall be conducted in accordance with the procedures outlined in Section 3 (b).

**Section 5 - Effect of Classification Decisions on Incumbents.**

**(a) When all or a portion of the positions within a classification are allocated to a new or existing classification with a higher salary range:**

**Permanent employees shall:**

1. Automatically be reclassified to the position;
2. Retain seniority earned in the lower class;
3. Begin to earn seniority in the higher class beginning on the effective date of the reclassification.

**Probationary employees shall:**

1. Automatically be reclassified to the position;
2. Probationary service in the lower classification shall be credited toward probationary service in the higher classification.

**Section 6 - Salary Upon Movement to a Classification With a Higher or Lower Salary Range.**

**(a) Movement to a Classification with a Higher Salary Range:**

1. When an employee whose level of responsibility remains the same as compared to the existing job description, but the classification is re-designated to a higher salary range as a result of benchmark and/or survey data, the employee will be placed at the new range and retain the same step.
2. When an employee whose level of responsibility increases as compared to the existing job description, and who is reclassified to a classification with a higher salary range, the employee will be placed at the lowest appropriate step on the new salary range which provides a full range increase (no less than 5%).
3. Range increases will be treated as promotions and follow the promotions article language (Article VII, Section 3).

**(b) In the event a member's salary exceeds the maximum salary of the new salary range, that member shall retain their current salary and shall remain at that maximum salary rate until the salary of the lower classification equals or exceeds the current salary. In the event a member's current salary does not exceed the maximum salary**

of the lower classification, that member shall be placed at the appropriate step on the lower classification's salary schedule which is closest to, but not less than, the member's current salary while retaining future step increases in the lower classification.

1. When all or a portion of the positions within a classification are allocated to a new or existing classification that has a lower salary range, regular classified employees may:

- a) Transfer to any vacant position in a classification in which the employee has seniority rights.
- b) If no vacancy is available in a classification in which the employee has seniority rights, the employee may bump the least senior employee in any position they formerly served in a lower classification in which the employee has seniority.
- c) Remain in the classification to which the position has been allocated (and pay in accordance with Section 6 (b) above).

#### Section 7 - Classification Appeals.

- (a) The District and CSEA may mutually agree during negotiations to use an appeal process when the parties cannot reach agreement on a classification decision or the determination on a special classification review. The classification decision will be referred to a three-member Classification Appeal Panel composed of one out-of-District representative selected by the District and one out-of-District classified employee selected by CSEA. The third member of the panel shall be a volunteer mutually selected by the District and CSEA through an informal process.
- (b) The selection of the Appeal Panel will be made within 5 days of the mutual decision to appeal.
- (c) The Appeal Panel shall determine the matter based on the written documentation submitted by the Human Resources Department and CSEA and provide a written decision to the bargaining teams immediately following the meeting to review the appeal.
- (d) The decision of the Appeal Panel shall be advisory to the bargaining teams.
- (e) The decision of the bargaining teams will be recommended to the Board of Education for approval at the conclusion of the classification review in the form of a duly negotiated agreement between the District and CSEA.

#### Section 8 - Classification Timeline.

The District shall use the following timeline for the classification review each year:

- Forms go out by the first Friday of September
- Forms due the first Friday in October
- Negotiations Teams meet individually to review the materials in October
- The parties will begin negotiating in November with a goal to finish by March.

## **ARTICLE XV - LAYOFF AND REEMPLOYMENT**

### **Section 2 - Order of Layoff.**

Any layoff shall be effected within a classification by reverse order of seniority. Seniority for purposes of this Article means length of service in the current classification plus higher classes. At the time of hire, if two or more unit members are assigned the same hire date, the District will assign the seniority numbers by lot assisted by a CSEA Chapter 339 officer. Seniority shall be calculated as follows:

- (a) For unit members employed prior to June 15, 1990, hours of seniority shall be frozen as of June 14, 1990.
- (b) For unit members hired after June 14, 1990, seniority shall be based upon that unit member's date of hire in the class subject to layoff; "date of hire" means the unit member's first date of paid service to the District in said class, including probationary service in said class.
- (c) If two or more unit members ~~are promoted into~~ **have the same seniority date in a** classification, the seniority order in the classification will be based upon District seniority

### **Section 7 –Unit Member Notification to District.**

A unit member shall mail, **email and**/or otherwise notify, the District of ~~his/her~~ **their** intent to accept or reject reemployment within ten (10) working days following receipt of the reemployment offer notice. If the unit member accepts reemployment the unit member must report to work in accordance with the District's offer, but in no event may the unit member be required to report earlier than fifteen (15) working days following receipt of the reemployment notice. A unit member who refuses such reemployment offer thereby forfeits all reemployment rights and the unit member's name shall be removed from the reemployment list.

## ARTICLE XVII - LEAVE PROVISIONS

### Section 2 - Definition of Immediate Family

For purposes of the leaves provided herein, an "immediate family" member shall be limited to:

Spouse/**Partner**

**Parent**

~~Mother~~

~~Father~~

Child

~~Grandfather~~

~~Grandmother~~

**Grandparent**

Grandchild

~~Mother-in-law, Father-in-law~~

**Parent of spouse/partner**

Child of spouse/**partner**

~~Grandfather-in-law,~~

~~Grandmother-in-law~~

**Grandparent of spouse/partner**

Grandchild of spouse/**partner**

**Child's spouse/partner**

**Sibling**

~~Son-in-law~~

~~Daughter-in-law~~

~~Brother, Sister~~

**Sibling of spouse/partner**

Any relative or legally recognized person living in the immediate household of the unit member

Foster parent

Foster **child son**

~~Foster daughter~~

Stepparent

~~Stepson~~

~~Stepdaughter~~

**Stepsibling**

### **Section 6 - Bereavement.**

- (a) A unit member shall be entitled to a maximum ~~three (3)~~ **five (5)** days leave of absence. **In the event of the death of a unit member's spouse, domestic partner, or child, said leave shall be seven (7) days. or five (5) days leave of absence if out of state travel or travel in excess of 300 miles one way is required, without loss of salary on account of death of any member of his/her immediate family. Two (2) additional days will be granted to a unit member if travel of more than three hundred (300) miles one (1) way or out of California is required because of the death of any member of the unit member's immediate family.**
- (b) A unit member ~~may~~ **shall** request approval from the Superintendent or ~~his/her~~ **their** designee for bereavement to extend to relatives not designated as immediate family under Section 2 of this Article.

## ARTICLE XXI - TERM

This contract shall be in effect December 1, ~~2017~~ **2020** through November 30, ~~2020~~ **23**, and thereafter shall continue in effect year by year unless one of the parties notifies the other in writing as follows:

- (a) **Reopener Negotiations:** During the ~~2017-18~~ **2020-21** school year, there may be a reopener on Article VI (Wages and Benefits) and in the ~~2018-19~~ **2021-22** school year, there may be reopeners on Article VI (Wages and Benefits) and two (2) additional articles to be selected by each party, provided one party initiates this reopener provision by giving notice to the other party in writing no later than June 1<sup>st</sup> of the respective year.
- (b) **Successor Agreement:** This Agreement shall continue in effect unless one of the parties notifies the other in writing no later than June 1, ~~2020~~ **2023**, of its request to modify, amend or terminate the contract.

If by November 30, ~~2020~~ **2023**, a successor Agreement has not been executed, then this Agreement shall continue to remain in full force and effect until a successor Agreement is duly executed.

**The negotiated increases in minimum wage and shift differential percentages in Article VII – Pay Allowances, Section 3 and Article XI – Hours and Overtime, Section 6 and 9, as well as, the negotiated increase in the number of bereavement days in Article XVII – Leave Provisions, Section 6, become effective on the date of Board approval of the 2021-2023 CSEA – AUSD successor agreement.**

**AUSD-CSEA CBA 2021-2023**

**Appendix K - Classification Review Schedule and Benchmarks**

**Year 1 (23 Positions)**

Custodian*	Computer Technician II	Buyer*	Campus Supervisor I
Custodian/Groundskeeper	Computer Technician I*	Buyer Senior	Campus Supervisor II*
Custodian/Groundskeeper II	Computer Technician III	Mail Room Clerk	Campus Supervisor III
District Custodian IV	Database/Programmer Specialist	Purchasing Assistant	Security Officer
Head Custodian I	Omni-Media Specialist		
Head Custodian II	Systems Integrator		1. District agrees to only consider campus supervisor comparables to those in union represented classified units.
Head Custodian III	Child Nutrition Accounting Tech/Computer Support		
Senior Custodian			

**Year 2 (28 Positions)**

Instructional Assistant – IBI	School Library Assistant I*	Health Services Assistant*	
Alternative Ed. Inst. Assistant II	Instructional Assistant/Clerk	Bilingual Health Services Assistant	
Bilingual Assistant	Instructional Computer Assistant	Bilingual Tester	
Compensatory Education Assistant	Resource Assistant/Clerk	Bilingual Translator/Interpreter	
Instructional Assistant	School Library Assistant II	Career Services and Outreach Liaison	
Instructional Assistant/VEA	Special Education Workability Technician	Community Worker	
Occupational Therapist Assistant		Exp. Learning Site Facilitator	
Physical Education Assistant		Exp. Learning Study Trip Supervisor	
Preschool Special Education Assistant		Parent Volunteer Coordinator	
Special Education Assistant I*		Staff Assistant – S.A.R.B.	
Special Education Inst. Assistant II		Student Attendance Investigator	

**Year 3 (39 Positions)**

Account Clerk	Student Information Systems Technician*	School Secretary – Elementary/Alternative*	Human Resources Technician*
Senior Account Clerk	Data and Assessment Clerk	Assistant to Director	Benefits Clerk
Accounting Technician – Student Accounts	Assessment/Evaluation Technician	Attendance Clerk/Clerk Typist	Benefits Technician
Accounting Technician - AR/AP	Data and Assessment Technician	Bilingual Clerk Typist I	Human Resources Assistant
Payroll Technician*	Student Information System Analyst	Bilingual Clerk Typist II	Human Resources Credential Technician
Maintenance and Operations Office Technician	Assessment/Evaluation Analyst (missing?)	Bilingual Secretary I	Human Resources Technician Senior
Position Control Specialist	- BP: these could go under Tech to simplify	Bilingual Secretary II	
Budget Technician		Clerk Typist I	
Payroll Analyst		Clerk Typist II	
Accounting Analyst		Receptionist/Bilingual Clerk Typist II	
Accounting Analyst – Budget		Registrar	
		School Secretary – High School	
		School Secretary – Middle School	
		Secretary I	
		Secretary II	
		Senior Attendance Clerk/Clerk Typist	

**Year 4 (45 positions)**

Food Service Worker I*	Groundskeeper*	Maintenance Specialist: Refrigeration/Heating	Delivery Driver/Stock Clerk*
Cook/Baker	Grounds Equipment Operator	Lead Painter	Maintenance Storekeeper
Driver/Food Production Worker	Grounds Equipment Operator II	Maintenance Specialist: Carpenter	Stock Clerk/Delivery Person (Warehouse)
Food Production Worker I	Groundskeeper – Stadium	Maintenance Specialist: Electrician	Storekeeper/Delivery Driver
Food Production Worker II	Lead Groundskeeper	Maintenance Specialist: Irrigation	
Food Service Manager I	Lead Groundskeeper II	Maintenance Specialist: Locksmith	
Food Service Manager II	Maintenance Specialist: Groundskeeper	Maintenance Specialist: Mechanic	
Food Service Worker Head Start		Maintenance Specialist: Mechanic/Painter	
Food Service Worker I Floater		Maintenance Specialist: Mechanic/Welder	
Food Service Worker II		Maintenance Specialist: Painter*	
Food Service Worker II Floater		Maintenance Specialist: Plumber	
Food Service Worker III		Maintenance Specialist: Pool Keeper	
Food Service Worker IV		Maintenance Specialist: Senior Locksmith	
		Maintenance Worker I	
		Maintenance Worker II	
		Maintenance Worker III: Automotive/General Maintenance	
		Maintenance Worker III: Electrician Assistant	
		Maintenance Worker III: HVAC	
		Painter Helper	
		Child Nutrition Center Equipment/Maintenance Spec	
		Recycling and Refuse Operator ( maybe M&O, class b license)	