

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 Chapter 339 (CSEA) have reached a proposed Memorandum of Understanding titled Establishment of Administrative Secretary – Educational Services.

- [Approve Memorandum of Understanding titled Establishment of Administrative Secretary - Educational Services between Alvord Unified School District and California School Employees Association and its Alvord Chapter 339](#)

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

Alvord Unified School District
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, December 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 December 17, 2021 ~

MEMORANDUM OF UNDERSTANDING

BETWEEN
ALVORD UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 339

‘ESTABLISHMENT OF ADMINISTRATIVE SECRETARY – EDUCATIONAL SERVICES’

This memorandum is agreed between the Alvord Unified School District (District) and the California School Employees Association and its Chapter 339 (together “CSEA”) concerning the establishment of for new ‘Administrative Secretary – Educational Services’ classified bargaining unit classifications.

To these ends, the District and CSEA agree as follows:

- I. The District agrees to establish a new classified bargaining unit classification titled ‘Administrative Secretary – Educational Services. The new classification will added to the Parties’ collective bargaining agreement Appendix B, Paragraph 1 - TITLES AND SCHEDULES OF CLASSIFIED EMPLOYEES. The following are the agreed wages, hours and other terms and conditions of employment.
 - a. **Work hours:** The daily work hours shall be 7:30 a.m. to 4:30 p.m. Monday through Friday;
 - b. **Work location:** Educational Services Department;
 - c. For the purposes of the District’s classification plan, this position shall be included in the Clerical & Secretarial job family and shall be included in ‘Year 3’ of Appendix K of the CBA.
- II. The current incumbent serving as the “Assistant to the Director” to the Assistant Superintendent, Educational Services shall reclassified into this position upon ratification and Board approval.
- III. The agreed upon job description is attached to this MOU.

This agreement is subject to CSEA’s Policy 610.

Dated: October 14, 2021

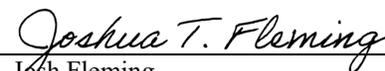
Association:



Ben Savage
Chief Negotiator, CSEA Chapter #339



Sosonja Howard-Mayo
President, CSEA Chapter #339



Josh Fleming
Labor Relations Representative

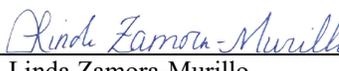
District:



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



LaShonda Owens
Director II, Human Resources



Linda Zamora-Murillo
Administrative Assistant, Human Resources



Robert Archuleta
Negotiating Team Member, CSEA Chapter #339



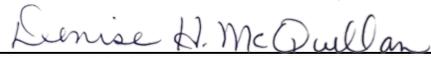
Kimberly Beckham
Negotiating Team Member, CSEA Chapter #339



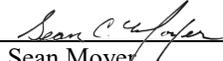
Laura Conklin
Negotiating Team Member, CSEA Chapter #339



Rhonda Macias
Negotiating Team Member, CSEA Chapter #339



Denise McQuillan
Negotiating Team Member, CSEA Chapter #339



Sean Moyer
Negotiating Team Member, CSEA Chapter #339



Eric Holliday
Director I, Child Nutrition Services



Kevin Emenaker
Executive Director, Administrative Services

ADMINISTRATIVE SECRETARY – EDUCATIONAL SERVICES
Range 43

Work year: 12 month

Hours: 8 hours

DEFINITION:

Under the direction of the Assistant Superintendent, perform advanced-level secretarial duties requiring independent judgment and analysis, plan, organize and coordinate office activities and communications to relieve the Assistant Superintendent of routine administrative and clerical details.

ESSENTIAL FUNCTIONS:

- Serve as secretary to the Assistant Superintendent, plan, organize and coordinate activities to relieve the administrator of routine clerical detail.
- Assure timely communications between office and District employees, make phone calls, to receive and transmit information; type memos, charts, bulletins, letters and notices; prepare Board agenda items and related materials as assigned; compose correspondence independently or prepare from rough draft.
- Interview and screen callers and visitors, including students, teachers, administrators, parents, vendors and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations.
- Communicate with parents and District personnel on confidential or sensitive issues, screen incoming calls to gather and exchange information; coordinate communications between supervisor and other District staff and the public.
- Maintain a variety of complex personnel records, time sheets, evaluations, files and records, including confidential materials.
- Type a variety of items including inter-office communications, requisitions, forms letters, special projects, legal documents and other materials; establish, modify and maintain filing systems.
- Compose correspondence independently.
- Compile and type various presentations, reports and statistical data.
- Order supplies and materials and prepare purchase orders; assure adequate forms and supplies to support office operations.
- Attend a variety of meetings; prepare and send out notices of meetings; collect and compile information for meetings, projects and workshops; prepare and distribute agendas and minutes.
- Compile data for budget; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures.
- Receive, open and screen incoming mail and independently compose replies according to established procedures; follow-up on delayed responses as appropriate.
- Operate a variety of office equipment such as a computer, facsimile, copier, calculator, typewriter, and other office equipment as assigned.
- Arrange, coordinate and schedule meetings, conferences and appointments; maintain calendars; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.

- Prepare Board meeting agenda items for the department; review and finalize Board agenda items for departments within Educational Services Division
- Update Board policy and ensure that policy for the various department under the division is up to date
- Provide guidance to department assistant to directors, and site secretaries and clerical staff.
- Provide support for department coordinators and directors that do not have the administrative/clerical support that they require (Assessment, Student Information Systems, Library/Instructional Support/Induction)
- Train and provide work direction to others as assigned.
- Take and transcribe dictation of letters, reports, bulletins, meetings and memoranda as required.
- Perform reasonably related duties as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE AND SKILLS:

- Modern office practices, procedures and equipment.
- Applicable sections of State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Organization, rules, regulations and programs related to an assigned office or function.
- Operation of a computer terminal and data entry techniques.
- Software applications used by the District, including word processing and spreadsheets.
- Financial and statistical record-keeping techniques.
- Basic budget monitoring and control.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Letter and report writing and proofreading techniques.

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis.
- Work independently with little direction.
- Plan, organize and coordinate office activities and communications to relieve the Assistant Superintendent of routine administrative and clerical details.
- Meet schedules and time lines.
- Type at 60 words net per minute from clear copy.
- Take dictation and transcribe accurately.
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins or other material.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.
- Learn District emergency and security protocol.

EDUCATION AND EXPERIENCE:

Associate Degree and any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and three years of increasingly responsible secretarial experience.

LICENSES AND CERTIFICATIONS:

Must possess and maintain a valid Class C California Driver's.

WORKING CONDITIONS:**Environment:**

- Office environment; occasional work outside buildings.
- Demanding timelines.
- Occasional driving to various sites, training facilities, and/or other locations as needed
- Subject to frequent interruptions and contact with the public and other employees.

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, prepare/process documents and small figures.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Occasional use of step ladders.
- Sitting and/or standing for long periods of time.
- Bending at the waist, stooping, and reaching.
- Carrying, pushing, pulling or lifting light equipment (up to 30 lbs.).
- Reaching overhead, above the shoulders and horizontally.
- Extended viewing of computer screen.

Hazards:

- Some contact with toxic materials, including dust and paper.
- Occasional contact with distraught employees and/or the public.
- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.