

**\*\*\*\*\* PLEASE POST \*\*\*\*\***

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION  
501 Crescent Way  
Anaheim, California 92803-3520

## Personnel Commission Meeting

Tuesday, April 14, 2009  
4:15 p.m.

Board Room -- District Office

**\*\*\*\*\* PLEASE POST \*\*\*\*\***



**AGENDA**

**Regular Meeting  
 Tuesday, April 14, 2009 – 4:15 p.m.  
 Board Room – District Office**

AGENDA POSTED: April 9, 2009 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: \_\_\_\_\_ Time: \_\_\_\_\_

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Speed Castillo	_____	_____
Vice-Chairperson	Audrey Cherep	_____	_____
Commissioner	Ron Costello	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Speed Castillo, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS**

This is an opportunity for employees and community members to address the Personnel Commission on a closed session item or a non-agenda item. Comments on items that are on the agenda will be heard when the item is considered. A maximum of five minutes will be allotted to each speaker with a total of 20 minutes for each subject matter. Speakers will follow procedures specified on the *Speaker Request Form* that is available on the table at the back of the Board Room. These forms may be submitted to the secretary at any time during the meeting.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on by the Personnel Commission, but will be researched and responded to in any one of the following ways:

- By telephone after research, or
- By mail after research, or
- At the next regular meeting of the Personnel Commission as an agenda item.

If you wish to address the Commission, please step to the podium and identify yourself for the record.

5.0 **GENERAL FUNCTIONS**

**Reference**

**Action**

5.1 Approve the agenda as submitted or amended.

Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.2 Approve minutes of regular meeting of March 10, 2009.

**Exhibit A**

Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_



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5.5 Communication No Action Required

**6.0 SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan) **Exhibit B** No Action Required

6.2 Certification/ratification of eligibility lists **Exhibit C**  
 6.2.1 Buyer Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

**7.0 CLASSIFICATION AND SALARY**

7.1 Approve revised job classification of Information Systems Technician at salary range 55-CSEA. **Exhibit D** Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

7.2 Approve revised job classification of Instructional Assistant – Bilingual at salary range 47 - CSEA to Instructional Assistant – Bilingual (Spanish) at salary range 47 – CSEA. **Exhibit E** Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

7.3 Reallocate from Instructional Assistant – Bilingual at salary range 47 – CSEA to Instructional Assistant – Bilingual (Spanish) at salary range 47 – CSEA, effective April 15, 2009. Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

- |                     |                       |
|---------------------|-----------------------|
| Ofelia Aguilera     | Jose Jauregui         |
| Luz Almanza         | William Monge         |
| Elva Arias          | Edder Murillo-Virgen  |
| Irene Barrios       | Arturo Navarro        |
| Gabriela Calderas   | Anell Nevarez-Carrera |
| Gabriela Carrillo   | Lilia Palos-Bergado   |
| Patricia Correa     | Elisa Paniagua        |
| Narciso De Lira     | Gerardo Rangel        |
| Esperanza Fite      | Diana Reyes           |
| Marlene Flint       | Mayra Ruiz            |
| Lorenzo Flores      | Maria Sandoval        |
| Veronica Fragoza    | Maura Toledo          |
| Elizabeth Garcia    | Jose Torres           |
| Jasmine Garcia      | Marilia Vasquez       |
| Eneida Gilreath     | Nelly Verduzco        |
| Erika Gutierrez     | Sandra Villarreal     |
| Viridiana Hernandez | Raquel Villegas       |

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- 7.4 Approve revised job classification of **Exhibit F** Moved by \_\_\_\_\_  
Instructional Assistant – Bilingual at salary range 47 – CSEA to Instructional Assistant – Bilingual (Korean) at salary range 47 – CSEA. Secended \_\_\_\_\_  
Vote \_\_\_\_\_
- 7.5 Reallocate from Instructional Assistant – Bilingual at salary range 47 – CSEA to Instructional Assistant – Bilingual (Korean) at salary range 47 – CSEA, effective April 15, 2009. Moved by \_\_\_\_\_  
Secended \_\_\_\_\_  
Vote \_\_\_\_\_  
Hye Choi  
Annie Lee  
Sang Lee
- 7.6 Approve revised job classification of **Exhibit G** Moved by \_\_\_\_\_  
Instructional Assistant – Bilingual at salary range 47 – CSEA to Instructional Assistant – Bilingual (Romanian) at salary range 47 – CSEA. Secended \_\_\_\_\_  
Vote \_\_\_\_\_
- 7.7 Reallocate Doina George from Instructional Assistant - Bilingual at salary range 47 – CSEA to Instructional Assistant – Bilingual (Romanian) at salary range 47 – CSEA, effective April 15, 2009. Moved by \_\_\_\_\_  
Secended \_\_\_\_\_  
Vote \_\_\_\_\_
- 7.8 Approve revised job classification of **Exhibit H** Moved by \_\_\_\_\_  
Instructional Assistant – Bilingual at salary range 47 – CSEA to Instructional Assistant – Bilingual (Vietnamese) at salary range 47 – CSEA. Secended \_\_\_\_\_  
Vote \_\_\_\_\_
- 7.9 Reallocate Rick Pham from Instructional Assistant - Bilingual at salary range 47- CSEA to Instructional Assistant – Bilingual (Vietnamese) at salary range 47 – CSEA, effective April 15, 2009. Moved by \_\_\_\_\_  
Secended \_\_\_\_\_  
Vote \_\_\_\_\_
- 8.0 RULES AND REGULATIONS**
- 8.1 Personnel Commission Rules Chapter 9, **Exhibit I** No Action Required  
First Reading
- 8.2 Personnel Commission Rules Chapter 10, **Exhibit J** No Action Required  
First Reading
- 9.0 CHARGES AND HEARINGS**
- None
- 10.0 OTHER**



**AGENDA**

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- 10.1 Unfinished Business No Action Required
- 10.2 Commissioner’s Comments No Action Required

**11.0 CLOSED SESSION**

- 11.1 Adjourn to Closed Session No Action Required

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Acceptance of demand for hearing and appointment of hearing officer for employee discipline / dismissal / release.

Case #     HR-2008-09-01  
              HR-2008-09-02  
              HR-2008-09-04

Adjourn to Closed Session \_\_\_\_\_ p.m.

Reconvened to Regular Meeting \_\_\_\_\_ p.m.

**12.0 NEXT REGULAR MEETING**

Date:            **Tuesday, May 12, 2009**  
Time:            4:15 p.m.  
Location        Board Room

**13.0 ADJOURNMENT: \_\_\_\_\_ p.m.**

Moved \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Buyer	12/12/2008	1/5/2009	1/23/2009	15	Open	None	2/3/2009	3/10/2009	n/a	4/14/2009		CJ
Health Services Technician I	3/27/2009	4/2/2009	4/23/2009	15	Open	None	5/4/2009					MT



ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION  
ELIGIBILITY LIST NO.B14-01-09

POSITION: BUYER  
OPEN

DATE ADVERTISED: 01/05/2009 – 01/23/2009

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	203
NUMBER OF APPLICANTS ADMITTED TO EXAM:	98
<b>DATE OF WRITTEN EXAM: 02/03/2009</b>	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM:	70
NUMBER OF APPLICANTS PASSING WRITTEN EXAM:	20
<b>DATE OF STRUCTURED INTERVIEWS: 03/10/2009</b>	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	20
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	17

<b>TOTAL NUMBER OF APPLICANTS CERTIFICATED ON CURRENT LIST:</b>	17
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Panel Members:

Mary Grant, Purchasing Supervisor, LBUSD  
Nathaniel Holt, Director of Purchasing, PUSD  
Donna Villabos, Buyer, DUSD  
Sharon Weddle, Buyer, GGUSD

VICTORIA WINTERING, EXECUTIVE DIRECTOR  
CLASSIFIED HUMAN RESOURCES  
AUHSD PERSONNEL COMMISSION

CERTIFIED: April 14, 2009

EXTENDED:

EXPIRED:

**INFORMATION SYSTEMS TECHNICIAN****DEFINITION:**

Under the direction of the Director of Information Systems, provides **basic technical** assistance to users regarding the ~~on the District mainframe computer system, Outlook email system and cell phone services including operations, updates and malfunctions~~ **of state and local student information systems, and PC-based applications, including, but not limited to, ad-hoc reports, electronic mail, password management, and cell phone systems according to established procedures;** ~~train users in basic functions in the system and provide technical troubleshooting, diagnosis and problem resolution; follow up on reported problems; extract data from the mainframe system; performs a variety of technical duties involved in the organization and participation of data entry operations utilizing a variety of equipment.~~ **involving the maintenance, preparation and submission of data files requested by local, state and/or federal reporting agencies; performs related duties as assigned.**

**ESSENTIAL DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

Answer **user inquiries via** the Information Systems support **help-line regarding software and/or hardware operations;** provide technical **support** assistance to District personnel on operations updates and malfunctions of the ~~District mainframe computer,~~ **student information system, PC-based applications, including, but not limited to, electronic mail, word processing, password management, ad-hoc reporting, and cell phone systems** according to established procedures; **troubleshooting, diagnose, and resolve basic technical problems in student information systems, PC-based applications such as MS Office Suite functions, and cellular phone equipment by effectively communicating step-by-step instructions to school site and/or administrative personnel; receive and report on basic to complex software and hardware malfunctions; provide follow-up on reported problems;** ~~determine type of request, diagnose and provide solutions or route complex problems to appropriate personnel as needed.~~ **appropriate action within clearly defined timelines.**

**Maintain data files used in state of California student information systems by requesting State Student Identification Numbers (SSIDs) for new students, submitting periodic updates as needed, investigating and resolving Exit Reason Discrepancies (ERD), Multiple Identification (MID), and Concurrent Enrollment (CCE) anomalies by communicating with the state and other school districts; assign SSID numbers used in student information system; track student drops, called "lost transfers", by verifying information inputted by registrars; extract data from student information system utilizing structured query language; run audit reports from student information system by extracting and uploading data into the system; evaluate data and reports in order to maintain data integrity or quality control; prepare and transmit state reporting data file from information provided by individual schools ensuring accuracy of student data prior to submission to the state; maintain separate databases for summer school programs; monitor integrity of databases.**

Perform various clerical duties including answering telephones, ~~typing and e-mailing~~ correspondence, memoranda and other materials as needed; ~~copy materials and transcribe~~ **input** a wide variety of data and technical information; operate various computers and office equipment including, but not limited to, ~~MAC, PCs, optical scanners,~~ **fax machines, printers, and copiers, phones, cellular phones and PDA's;** activate, distribute and troubleshoot District cell phones; maintain a list of all users and assigned cell phone numbers; conduct group and individual training to orient and instruct employees regarding the ~~District mainframe~~



**student information system** and/or PC-based computer **applications**, Outlook email system and cell phone system utilizing a PC, MAC.; **create employee email accounts**; compile information, research programs, prepare and maintain updated instructional manuals and learning packets for use by District departments and facilities **school site personnel**; **issue and maintain work orders for Information Systems department in electronic format and/or written log format of daily data communication transactions, problems and remedial actions taken, or installation activities**; **attend and participate in meetings, conferences, and seminars to stay abreast of new developments in information systems especially in relation to State regulations governing student information.**

~~Perform a variety of duties related to data entry and verification of various work from other departments including student related data, grades and progress reports, payroll, budget and cafeteria data; coordinate processing of documents; code incoming work; control and verify a variety of data to assure its correct form; Monitor and adjust user plans for best economy. Provide assistance to District personnel on operations, updates and troubleshooting of District cellular phone system and equipment. Develop and maintain updated procedures for on-line reference manual available to District employees;. Maintain and organize records. Perform related duties as assigned.~~

#### **MINIMUM QUALIFICATIONS:**

Any combination equivalent to: **of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.**

#### Education & Training:

Graduation from high school.

#### Experience:

~~Two years of computer related experience with a wide range of computer software and at least one year in customer service work.~~ **data management experience, including knowledge of basic PC functions, peripherals, and cell phone equipment. Proficiency in MS Word and Excel is required. Experience in a school setting is desirable.**

#### **EMPLOYMENT STANDARDS:**

##### Knowledge of:

Operation and care of cell phones, computer hardware including printers, optical scanners, workstations and personal computers.

Methods, materials and terminology used in data entry, data processing and word processing activities.

Various computer software applications **such as, Microsoft Office Word, Excel, Outlook and Access.**

Telephone techniques and etiquette including customer support and technology skills.

##### **Student Information Systems.**

Principles of basic arithmetic.

Record-keeping techniques.

##### **Proper office methods and procedures.**

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

##### Ability to:

Communicate technical information procedures and requirements to individuals or a group. **effectively both orally and in writing.**

Troubleshoot, diagnose, **program**, and/or assist users with basic functions, problems and malfunctions in programs, **software** and applications **and hardware or cell phone**

**equipment** available to users.

Utilize a CRT, PC, MAC to enter large volumes of data into the computer with good speed and accuracy.

**Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems.**

Receive and report on basic to complex software and hardware malfunctions.

~~Provide for follow-up on reported problems.~~

Communicate effectively both orally and in writing.

~~Troubleshoot, program and operate cellular phone equipment.~~

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of various systems applications and operations.

~~Extract data from mainframe system utilizing structured VMS Query language.~~

Understand and utilize the concepts of data **management** and word processing systems.

**Use spreadsheets, databases and word processing software.**

**Review data to assure accuracy.**

**Maintain and organize records.**

**PHYSICAL DEMANDS:**

~~Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person or on the telephone. Seeing to view computer monitors and read various documents. Lifting heavy objects weighing 50 pounds or more. Sitting for extended periods of time.~~

**Employees in this classification stand, and sit for long periods of time, carry, stoop, bend and twist or apply pressure repeatedly, use fingers, wrists or hands repetitively, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, see small details, have depth perception, and use a computer and telephone.**

**WORKING ENVIRONMENT:**

~~Office environment. Constant interruptions.~~ **Employees in this classification work inside exclusively, with loud noises; employees may work in direct contact with the public, students, and other District staff, may be subjected to negative interpersonal situations, with high volume of work and tight deadlines, with continuously changing priorities and interruptions, may work alone without guidance from supervisor and may work over 40 hours a week.**



Human Resources • Personnel Commission

## **Memorandum**

**DATE:** March 25, 2009

**TO:** Personnel Commissioners

**FROM:** Victoria Wintering, Ph.D., Executive Director, Classified HR  
Marie Ragazzo, HR Analyst

**SUBJECT:** Update Classification: Information Systems Technician

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### Background:

A job analysis study was requested by the Information Systems Technicians, to review their classification. An initial study was conducted in February of 2007 by an outside consultant. However, empirical data collection methods were not used in that study. Therefore, in July of 2008, the Executive Director of HR requested an in-depth approach be taken to collect both qualitative and quantitative data of the target classification. Erik Greenwood, Director of Information Systems, reviewed the reclassification study; and after the job analysis was completed, he reviewed the recommendation.

### History:

Currently, there are two Information Systems Technician positions within the District. Due to changes in state regulations governing student information management, the incumbents' workload has changed over the past couple of years. However, other duties such as support to District personnel on operations, updates, and malfunctions of the District mainframe computer system related to payroll, HR, budget and cafeteria data have been removed from the position. Those respective departments now handle those duties, and County personnel provide all technical application support to users.

### Job Analysis:

The purpose of the study was to gather, analyze, synthesize and report information about the classification's tasks, knowledge, skills, abilities, minimum qualifications, competencies, and physical demands and working conditions. In order to establish the "Importance of a Task and KSA" index, a descriptive data collection process was conducted for each section through a structured job analysis questionnaire. A cutoff score was established to distinguish those tasks, KSAs, etc., which are critical and essential for entry into the classification.

Qualitative data collection methods included focus-group interviews and individual observations. Individual observations were conducted on November 25, 2008. At that time, Ms. Leef and Ms. D'Agostino demonstrated the administrative and technical aspects of the job.

The Information Systems Technicians receive direction from the Director of Information Systems and perform various clerical duties for the department. The position's primary responsibility is to provide basic technical assistance to users regarding PC functions, peripherals and cell phone equipment including operations, updates and resolving basic malfunctions of the California Student Information System, ad-hoc reporting system and email/password management.

Ms. Leef demonstrated the tasks related to student data management. Those duties include the maintenance, preparation and submission of data files requested by local, state and/or federal reporting agencies. On a daily basis, the duties require the incumbent to communicate directly with the state and/or other school districts to resolve student information system anomalies. During this process, it was noted that the data entry duties related to payroll, HR, budget and the cafeteria were no longer performed. Those duties included processing of documents, coding incoming work controlling and verifying a variety of data to assure its correct form.

It was also noted that proficient knowledge of computer applications such as MS Word and Excel are required to perform the essential functions of the job. In addition, the incumbents must have at least 2 years of experience in data management, including knowledge of basic PC functions, peripherals, and cell phone equipment at entry into the job in order to successfully perform the essential duties of the Information Systems Technician position.

On January 30, 2009, the Human Resources department met with the SMEs, Elena Leef and Joanne D'Agostino, and their supervisor, Erik Greenwood, to review the results from the job and compensation study. During the meeting, each section of the job study was reviewed with the supervisor and the incumbents and all parties agreed with the final job study. The agreed upon job information included: Job Title, Essential Job Tasks, KSAs, Training & Experience, Physical Demands and Working Conditions, and Competencies. A revised job classification was drafted and will be submitted for the Personnel Commission's approval.

During the same meeting, a review of the compensation study (Attachment A) was also presented. An explanation of the procedure in conducting a compensation study was described to the supervisor and incumbents. Both the incumbents and supervisor were given a copy of the compensation study for the targeted classification. An internal analysis was also conducted to analyze those positions with similar qualifications. However, due to the revision of similar responsibilities related to student data management, the incumbents requested a further inquiry be made to outside agencies to try to correlate compensation with scope of responsibility. The incumbents stated they had a list of people that they communicated with on a daily basis at other agencies who had similar duties. Due to the new regulations governing student information management, it was found that other districts have had to incorporate the duties of student data management among various positions within their agencies. After surveying the IT departments, it was noted that a wide range of positions were responsible for all or part of the student data management duties. Those positions ranged from Certificated Administrator to User Support Specialist. It was noted that some of the positions held similar responsibilities of a help desk support person; however, other positions were not comparable in relation to the scope of work performed.

In conducting the survey, it was noted, that the incumbents performed specific responsibilities related to student data management, but they were not performing the duties of a Programmer, CSIS Coordinator, Software Engineer or Database

Specialist. Therefore, in order to establish comparable external positions, HR correlated the external compensation study to the primary area of responsibility of the position, which is help-desk technical support.

#### RECOMMENDATION

It is recommended, based on the findings of this study, that the Personnel Commission update the classification of Information Systems Technician. Furthermore, it is recommended that the current compensation for the position is internally aligned and should remain at salary range CSEA/55 until a district-wide compensation study is completed.

# ANAHEIM UNION HIGH SCHOOL DISTRICT

## Classified Human Resources

COMPENSATION STUDY  
February 1, 2009



Classification: Information Systems Technician

Rank	District	Title	Max Salary	Education	Experience	Help Desk Support	Student Data Management		Report to	Pay	Difference	% Diff
							No - Performed by Electronic & Media Maintenance Technicians	Yes				
1	Fullerton Joint Union HSD	Data Systems & Management Software Technician	\$5,694	HS; coursework in office procedures, keyboarding or data entry	2 yrs of database management	No - Performed by Electronic & Media Maintenance Technicians	Yes	Director, Technology Services	\$10,542	\$4,848	85%	
2	Long Beach Unified SD	Technology Support Representative	\$5,026	HS; supplemental college coursework in comp. science	2 yrs at a help desk or exp. in installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Exp. working in student attendance and information systems software is preferred.	yes	no - duties assigned to Administrator, IT	Exec. Director of Information Technology	\$11,110	\$6,084	121%	
3	Orange Unified	Information Systems Specialist	\$4,944	College credit in computer related studies or approved computer operation training or 2 yrs of college	3 yrs exp. in Info Services and Technology environments including exp. Working as a support person for other departments.	Yes	No - Sr. Information Systems Analyst is performing the tasks.	Administrative Director, IS	\$10,905	\$5,961	55%	
4	Montebello Unified School District	Information Systems Client Service Representative	\$4,920	HS; completion of a specialized computer support course	3 yrs of increasingly responsible exp. in IT hardware and software support.	Yes	No - do not have 1 person @ district assigned, but has various people within IT and school sites performing these tasks.	Chief Information Technology Officer	\$10,750	\$5,830	118%	
5	Paramount Unified School District	Student Information Systems Specialist	\$4,884	HS; supplemental college coursework in comp. science	2 yrs exp. involving the operations and maintenance of student information or related computer systems including work with user support	yes - SIS SUPPORT ONLY		Director of Student Services	\$9,914	\$5,030	103%	
6	PYLUSD	Computer Ops./Tele Communications Coordinator	\$4,852			Yes	No - tasks are divided between Computer Operator and Senior Programmer analyst.	Director of Info Systems	\$9,378	\$4,526	48%	
7	Downey Unified	Student Information Systems Operator- formerly DP User Support Technician	\$4,753	HS; coursework in computer scienc and hardware maintenance	2 yrs in the operation of a multi-user computer system and peripheral equipment.	yes - only for SIS system - Other technology help desk issues are handled by the Computer/Network Support Tech	no - this duty is performed by a management position (Student Information Systems Manager)	Student Info Systems Mgr	\$8,005	\$3,252	66%	
8	Anaheim Union High School District	Information Systems Technician	\$4,698	HS	2 yrs of computer related experience with a wide range of computer software and 1 yr in customer support work.	Yes	Yes	Director, Information Systems	\$10,642	\$5,944	127%	
9	Capistrano Unified	User Support Specialist	\$4,511	HS; training in computer operations or Microsoft Office Suit	2 yrs providing customer support utilizing Windows and/or Mac hardware and software. Desired exp. in help desk or call center environment	Yes	Yes	Director IV, Information Systems	\$9,724	\$5,213		
10	Irvine Unified	Data Base Specialist III	\$4,449	HS; college experience	3 yrs of related data processing exp on desktop computers	yes - SIS SUPPORT ONLY	No - duties performed by Programmer Analyst II	Director III	\$9,742	\$5,293	119%	

Rank	District	Title	Max Salary	Education	Experience	Help Desk Support	Student Data Management	Report to	Pay	Difference	% Diff
11	Los Angeles Unified School District	IT Customer Service Support Representative	\$4,441	HS, prefer supplemental coursework in computer science	1 yr recent exp. in the operation of computer hotline or help desk system, utilizing a multi-processing operating system receiving at least 800 calls per day regarding computer and communications infrastructure. A MCP and/or exp. workign this PC hardware and software problem diagnosis and repair is preferred.	yes	no	Director, IT Customer Support	\$10,748	\$6,307	142%
12	Huntington Beach Union HSD	Data Control Operator	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>Mean</p> <p>↑</p> </div> <div style="text-align: center;"> <p>\$4,311</p> <p>↑</p> </div> <div style="margin-left: 10px;"> <p>Median</p> <p>↑</p> </div> </div>	Possess KSA	1 yr recent in PC ops., or data control	Yes	No - Done by Attendance Technician and a Certificated position tracks "lost transfers"	Director, Information Services	\$10,637	\$6,326	147%
13	Chaffey Joint Union High School District	Information Services Technician	\$4,135	HS	2 yrs school site exp using online student information software. Current data base software exp desired	NO	Yes	Director, Information Technology	\$9,407	\$5,272	127%
14	Garden Grove Unified	Help Desk Support Technician	\$4,123	HS, specialized training or certification in technology help desk or call center.	2 yrs recent experience providing customer support in a technology environment utilizing PC and/or MAC hardware and software required.	yes-TECHNOLOGY USER SUPPORT		Systems and Programming Supervisor	\$8,864	\$4,741	115%
15	Paramount Unified School District	Help Desk Technician	\$4,108	HS	2 yrs in computer exp including work with user support or customer service functions.	Yes	no	Director of Technology	\$9,914	\$5,806	141%
16	Antelope Valley Union HSD	District Data Technician	\$3,999	HS, 1 yer technical training	1 year of in-school operation exp. with gen. understanding of microcomputers and basic software, such as word processing, spreadsheet, Email, internet and oney year of exp using a micro computer on a network.	Yes	Yes	Director of Data Services	\$7,147	\$3,148	79%
17	Saddleback Valley Unified	Technology Help Desk Technician	\$4,027	HS, supplemented with current training in computer applications and operations, AA degree (unreferred)	2 yrs of computer related field that demonstrates an ability to perform duties of position. Training and exp. in the application of an in-house data system (i.e. VAX) and the various school computer screens	yes	no - Duties are performed by Accounting Tech II - Attendance	Director, Technology Services	\$10,571	\$6,544	163%
18	Hacienda La Puente USD	Computer Trainer Help Desk Operator	\$3,842	HS; supplemented by college, university or trade school computer courses	1 yr at a help des assisting computer users, or 6 months of exp in the installation and maintenance of computer hardware and software in a networked environment. in addition 6 months working in a customer service environment.	Yes	No - Duties are performed by Programmer, Computer Operator, and Computer Operations Manager	Director, Network and Computer Services	\$9,156	\$5,314	138%
19	Newport-Mesa Unified	Information Technology Technician	\$3,619	HS, coursework in information technology	2 yrs in the installation, operation, maintenance and repair of systems, 1 yr exp. With LAN using Ethernet, Advance Training and Certification in information tech. is desirable.	Yes	no - Computer Software Analyst II is currently doing these tasks	Tech Support Supervisor	\$8,060	\$4,241	111%
20	Norwalk-La Mirada Unified	ITS User Support Tech	\$3,736	HS, supplemented by MS Professional Suit training and SASAxp training	2 yrs general clerical exp. including extensive use of computers and desktop applications and training and experience in the use of spreadsheets, database, work processing and/or office record keeping.			Director ITS	\$10,048	\$6,312	169%
21	Vacaville Unified SD	Student Information Systems Technician	\$3,728	none listed	3 yrs of increasingly responsible exp. in clerical work, including 2 yrs in a school district			Director of Information Technology	\$9,046	\$5,318	143%

Classification: Information Systems Technician

Rank		Title	Max Salary	Education	Experience	Help Desk Support	Student Data Management	Report to	Pay	Difference	% Diff	
22	San Diego Unified SD	Information Services Bureau Service Representative	\$3,476	HS	2 yrs of computer related experience to include troubleshooting networked p's, related hardware and software, and use of customer service skills. Exp using Zangle and/or Encore is desirable.	Yes	No - Senior Systems Analyst/programmer does these duties	Director of IS and Support Services	\$9,850	\$6,374	183%	
23	Los Angeles Unified School District	Information Resources Support Assistant	\$3,435	HS; supplemental coursework in math or statistics	2 yrs entering, reporting and interpreting LAUSD student and school information data. Completion of 60 semester units or 90 quarter units from a recognized college or university may sub for 1 year of required exp.	yes - SIS SUPPORT ONLY	yes - shared duties with Information Technology Trainer	Director, IT Customer Support	\$10,748	\$7,313	213%	
			Mean Salary:									
			\$4,321									
			Median Salary:									
			\$4,223									
			AUHSD+/- Mean Salary:									
			8.73%									
			AUHSD+/- Median Salary:									
			11.25%									



**INSTRUCTIONAL ASSISTANT – BILINGUAL (SPANISH)****DEFINITION:**

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; serve as an interpreter for teachers or non-English speaking parents as assigned; performs related duties as assigned.

**ESSENTIAL DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary proves examples of typical tasks performed in this classification.*

Assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; interpret for teachers or non-English speaking parents as assigned; monitor students in the classroom to assure understanding of material being presented; answer student questions; assist students in reviewing homework assignments and test results; report student progress and behavior to teachers as needed; provide after-school tutoring for students; provide classroom support to teachers by setting up work areas and displays, operating equipment and distributing and collecting paper, supplies and materials; confer with teachers concerning programs and materials to meet student needs; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students; explain and interpret results to appropriate parties; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition.

Perform a variety of clerical duties such as preparing, typing, duplicating and filing instructional materials, scoring papers and recording grades; maintain student files as assigned; record student attendance; operate a variety of classroom and office equipment including a computer, copier, typewriter and laminator; monitor students during outdoor activities; assist teachers during field trips and a variety of instructional excursions; assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; serve as an interpreter for parent conferences, IEP meetings and telephone calls as needed; attend and participate in staff meetings; attend various in-service meetings as assigned.

**MARGINAL DUTES:**

**Assists with initial and annual language assessments of students in English and Spanish.**

**MINIMUM QUALIFICATIONS:**

***Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.***

**Education & Training:**

Graduation from high school.

**Experience:**

**One year** experience using oral and written bilingual skills in an instructional setting.

**Licenses and Other Requirements:**

**Must be bilingual in the Spanish language.** Paraprofessionals who assist in classroom instruction must meet the following requirements as set forth in the No Child Left Behind Act of 2001: must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR, may meet requirement with possession of an Associate's or higher level degree in the field of education.

**EMPLOYMENT STANDARDS:**

**KNOWLEDGE OF:**

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Safe practices in classroom and playground activities.

Correct English **and Spanish** usage, grammar, spelling, punctuation and vocabulary.

Requirements of maintaining a learning environment in a safe, clean and orderly condition.

Child guidance principles and practices.

Operation of standard office and classroom equipment including a computer.

Basic record-keeping and filing techniques.

Classroom procedures and appropriate student conduct.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Speak, read, write and interpret **fluently in Spanish and English.**

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

**PHYSICAL DEMANDS**

Employees in this classification stand, sit, walk, lift and carry up to 50 lbs. or more, with assistance, stoop, bend repeatedly, use fingers, wrists or hands repetitively while applying pressure or in a twisting motion, use both hands and legs simultaneously, push, pull, maintain balance, stoop/bend, kneel, reach over head, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have color vision, distinguish shades, see small details, use a computer and telephone.

**WORK ENVIRONMENT:**

Employees in this classification work primarily indoors, in direct contact with students, the public and other district staff, exposed to minor contagious illnesses (colds, flu, etc.), may be exposed to severe contagious illnesses/disease (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), work without guidance from supervisor.

**INSTRUCTIONAL ASSISTANT – BILINGUAL (KOREAN)****DEFINITION:**

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; serve as an interpreter for teachers or non-English speaking parents as assigned; performs related duties as assigned.

**ESSENTIAL DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

Assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; interpret for teachers or non-English speaking parents as assigned; monitor students in the classroom to assure understanding of material being presented; answer student questions; assist students in reviewing homework assignments and test results; report student progress and behavior to teachers as needed; provide after-school tutoring for students; provide classroom support to teachers by setting up work areas and displays, operating equipment and distributing and collecting paper, supplies and materials; confer with teachers concerning programs and materials to meet student needs; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students; explain and interpret results to appropriate parties; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition.

Perform a variety of clerical duties such as preparing, typing, duplicating and filing instructional materials, scoring papers and recording grades; maintain student files as assigned; record student attendance; operate a variety of classroom and office equipment including a computer, copier, typewriter and laminator; monitor students during outdoor activities; assist teachers during field trips and a variety of instructional excursions; assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; serve as an interpreter for parent conferences, IEP meetings and telephone calls as needed; attend and participate in staff meetings; attend various in-service meetings as assigned.

**MARGINAL DUTIES:**

**Assists with initial and annual language assessments of students in English and Korean.**

**MINIMUM QUALIFICATIONS:**

***Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.***

**Education & Training:**

Graduation from high school.

**Experience:**

**One year** experience using oral and written bilingual skills in an instructional setting.

**Licenses and Other Requirements:**

**Must be bilingual in the Korean language.** Paraprofessionals who assist in classroom instruction must meet the following requirements as set forth in the No Child Left Behind Act of 2001: must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR, may meet requirement with possession of an Associate's or higher level degree in the field of education.

**EMPLOYMENT STANDARDS:**

**KNOWLEDGE OF:**

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Safe practices in classroom and playground activities.

Correct English **and Korean** usage, grammar, spelling, punctuation and vocabulary.

Requirements of maintaining a learning environment in a safe, clean and orderly condition.

Child guidance principles and practices.

Operation of standard office and classroom equipment including a computer.

Basic record-keeping and filing techniques.

Classroom procedures and appropriate student conduct.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Speak, read, write and interpret **fluently in Korean and English.**

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

**PHYSICAL DEMANDS**

Employees in this classification stand, sit, walk, lift and carry up to 50 lbs. or more, with assistance, stoop, bend repeatedly, use fingers, wrists or hands repetitively while applying pressure or in a twisting motion, use both hands and legs simultaneously, push, pull, maintain balance, stoop/bend, kneel, reach over head, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have color vision, distinguish shades, see small details, use a computer and telephone.

**WORK ENVIRONMENT:**

Employees in this classification work primarily indoors, in direct contact with students, the public and other district staff, exposed to minor contagious illnesses (colds, flu, etc.), may be exposed to severe contagious illnesses/disease (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), work without guidance from supervisor.

**Revised: 8/6/02 NCLB; 4/14/09**

**Salary Range: CSEA/47**

**INSTRUCTIONAL ASSISTANT – BILINGUAL (ROMANIAN)****DEFINITION:**

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; serve as an interpreter for teachers or non-English speaking parents as assigned; performs related duties as assigned.

**ESSENTIAL DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary proves examples of typical tasks performed in this classification.*

Assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; interpret for teachers or non-English speaking parents as assigned; monitor students in the classroom to assure understanding of material being presented; answer student questions; assist students in reviewing homework assignments and test results; report student progress and behavior to teachers as needed; provide after-school tutoring for students; provide classroom support to teachers by setting up work areas and displays, operating equipment and distributing and collecting paper, supplies and materials; confer with teachers concerning programs and materials to meet student needs; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students; explain and interpret results to appropriate parties; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition.

Perform a variety of clerical duties such as preparing, typing, duplicating and filing instructional materials, scoring papers and recording grades; maintain student files as assigned; record student attendance; operate a variety of classroom and office equipment including a computer, copier, typewriter and laminator; monitor students during outdoor activities; assist teachers during field trips and a variety of instructional excursions; assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; serve as an interpreter for parent conferences, IEP meetings and telephone calls as needed; attend and participate in staff meetings; attend various in-service meetings as assigned.

**MARGINAL DUTES:**

**Assists with initial and annual language assessments of students in English and Romanian.**

**MINIMUM QUALIFICATIONS:**

***Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.***

**Education & Training:**

Graduation from high school.

**Experience:**

**One year** experience using oral and written bilingual skills in an instructional setting.

**Licenses and Other Requirements:**

**Must be bilingual in the Romanian language.** Paraprofessionals who assist in classroom instruction must meet the following requirements as set forth in the No Child Left Behind Act of 2001: must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR, may meet requirement with possession of an Associate's or higher level degree in the field of education.

**EMPLOYMENT STANDARDS:**

**KNOWLEDGE OF:**

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Safe practices in classroom and playground activities.

Correct English **and Romanian** usage, grammar, spelling, punctuation and vocabulary.

Requirements of maintaining a learning environment in a safe, clean and orderly condition.

Child guidance principles and practices.

Operation of standard office and classroom equipment including a computer.

Basic record-keeping and filing techniques.

Classroom procedures and appropriate student conduct.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Speak, read, write and interpret **fluently in Romanian and English.**

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

**PHYSICAL DEMANDS**

Employees in this classification stand, sit, walk, lift and carry up to 50 lbs. or more, with assistance, stoop, bend repeatedly, use fingers, wrists or hands repetitively while applying pressure or in a twisting motion, use both hands and legs simultaneously, push, pull, maintain balance, stoop/bend, kneel, reach over head, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have color vision, distinguish shades, see small details, use a computer and telephone.

**WORK ENVIRONMENT:**

Employees in this classification work primarily indoors, in direct contact with students, the public and other district staff, exposed to minor contagious illnesses (colds, flu, etc.), may be exposed to severe contagious illnesses/disease (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), work without guidance from supervisor.

**Revised: 8/6/02 NCLB; 4/14/09**

**Salary Range: CSEA/47**

## **INSTRUCTIONAL ASSISTANT – BILINGUAL (VIETNAMESE)**

### **DEFINITION:**

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; serve as an interpreter for teachers or non-English speaking parents as assigned; performs related duties as assigned.

### **ESSENTIAL DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary proves examples of typical tasks performed in this classification.*

Assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; interpret for teachers or non-English speaking parents as assigned; monitor students in the classroom to assure understanding of material being presented; answer student questions; assist students in reviewing homework assignments and test results; report student progress and behavior to teachers as needed; provide after-school tutoring for students; provide classroom support to teachers by setting up work areas and displays, operating equipment and distributing and collecting paper, supplies and materials; confer with teachers concerning programs and materials to meet student needs; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students; explain and interpret results to appropriate parties; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition.

Perform a variety of clerical duties such as preparing, typing, duplicating and filing instructional materials, scoring papers and recording grades; maintain student files as assigned; record student attendance; operate a variety of classroom and office equipment including a computer, copier, typewriter and laminator; monitor students during outdoor activities; assist teachers during field trips and a variety of instructional excursions; assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; serve as an interpreter for parent conferences, IEP meetings and telephone calls as needed; attend and participate in staff meetings; attend various in-service meetings as assigned.

### **MARGINAL DUTES:**

**Assists with initial and annual language assessments of students in English and Vietnamese.**

### **MINIMUM QUALIFICATIONS:**

***Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.***

#### **Education & Training:**

Graduation from high school.

#### **Experience:**

**One year** experience using oral and written bilingual skills in an instructional setting.

**Licenses and Other Requirements:**

**Must be bilingual in the Vietnamese language.** Paraprofessionals who assist in classroom instruction must meet the following requirements as set forth in the No Child Left Behind Act of 2001: must pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics OR, may meet requirement with possession of an Associate's or higher level degree in the field of education.

**EMPLOYMENT STANDARDS:**

**KNOWLEDGE OF:**

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Safe practices in classroom and playground activities.

Correct English **and Vietnamese** usage, grammar, spelling, punctuation and vocabulary.

Requirements of maintaining a learning environment in a safe, clean and orderly condition.

Child guidance principles and practices.

Operation of standard office and classroom equipment including a computer.

Basic record-keeping and filing techniques.

Classroom procedures and appropriate student conduct.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Speak, read, write and interpret **fluently in Vietnamese and English.**

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

**PHYSICAL DEMANDS**

Employees in this classification stand, sit, walk, lift and carry up to 50 lbs. or more, with assistance, stoop, bend repeatedly, use fingers, wrists or hands repetitively while applying pressure or in a twisting motion, use both hands and legs simultaneously, push, pull, maintain balance, stoop/bend, kneel, reach over head, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have color vision, distinguish shades, see small details, use a computer and telephone.

**WORK ENVIRONMENT:**

Employees in this classification work primarily indoors, in direct contact with students, the public and other district staff, exposed to minor contagious illnesses (colds, flu, etc.), may be exposed to severe contagious illnesses/disease (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), work without guidance from supervisor.

**Revised: 8/6/02 NCLB; 3/09**

**Salary Range: CSEA/47**



## RULE 9

## EMPLOYMENT STATUS

**9.1 Certification of Payrolls (70.400.1)**

## 9.1.1 Official Roster

The Personnel Director shall maintain, in his/her office, an official roster containing the names and complete employment records of all employees holding positions under the provisions of the Act.

## 9.1.2 Payroll Audit (70.400.2)

A. All payrolls or claims containing the names of any person or persons to be paid for services rendered in positions subject to the provisions of the Act shall be submitted to the Personnel Director, who shall cause such payrolls or claims to be examined to determine whether the employees whose names appear thereon are employed in accordance with law.

B. If, upon examination of a payroll or claim, the names titles, periods for which payments are to be made, and rates of pay of the persons to be paid are all found to be in accordance with the provisions of the Act, and the rules and regulations prescribed there under and all statutes relating to any manner to employment, certification of the fact shall be made upon such payroll or claim by the Personnel Director or his/her authorized representative.

C. If, upon examination of a payroll or service report, it is found that any person named thereon has been employed in violation of any provision of the Act or the rules and regulations, notice of such violation shall be made upon such payroll or service report and such notice shall serve as official notification of the Governing Board and the County offices that the drawing, signing or issuing of any warrant on the Treasurer or other disbursing officer of the County for the payment of salary or compensation to such person is unlawful.

**9.2 Employee Assignment****9.2.1 Assignment Data**

**Upon initial employment and upon each change in classification thereafter, the classified employee shall sign an acknowledgment of the receipt of the terms of employment information. The original assignment information shall be placed in the employee's personnel file.**

**A. The employee shall be provided one (1) copy of: the class specification for the position; the notice of salary, including length of pay period, hourly, daily, monthly, annual, overtime and differential rates of pay; prescribed duty hours, work week, work year and work location; and the terms and conditions of the probationary period, including performance evaluation procedures.**

Reference: Education Code 45169

## 9.2.2 Change in Working Hours

**The District shall have the right to assign and reassign daily hours of work and shifts consistent with any negotiated labor agreement, to meet the operational needs of the District. Written notice of a change in working hours shall be provided to an employee five (5) work days prior to the effective date of the change.**

## 9.2.3 Orientation of New Employees

**Each employee shall be advised by his/her immediate supervisor of information relating to the employee's position, including but not limited to: specific duty hours, break times, lunch period, work rules, department regulations procedure for reporting absences, payroll reporting and the procedures for performance evaluation.**

## 9.3. Probationary Status ~~Period (60.100)~~

### 9.3.1 ~~Duration of~~ Probationary Period ~~(60.100.1)~~

**Each** A new employee appointed from an eligibility list shall serve an **initial** probationary period of six **(6)** months **or one hundred thirty** (130) working days of **paid regular service, whichever is longer**, ~~not including holidays and vacation days in one~~ a **classification** before attaining permanency in the classified service. An employee who has been promoted shall serve a probationary period of six **(6)** months (130 days) ~~not including holidays and vacation days in the higher class~~ before attaining permanency in that **classification**. Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from the eligibility list.

~~For those classes designated by the commission as executive or administrative, the probationary period shall be one (1) year (260 working days). An employee rejected for failure to meet minimum standards for the position, may not apply for that position in the future but may apply for any other position for which qualified. An employee terminated for cause during the probationary period is not eligible to apply for any position in the school district.~~

Reference: Education Code 45301

### 9.3.2 ~~Rights-Completion of~~ Initial Probationary Employees ~~(6.1.1)~~

**Each probationary employee shall be evaluated at least by the end of the third month and at least by the end of the fifth month. In addition, employees with a one (1) year probation shall be evaluated at least by the end of the ninth month and at least by the end of the eleventh month.**

A new **probationary** employee who resigns in good standing during his/her initial probationary period shall, upon request, have his/her name restored in proper rank to the eligibility list. Such action shall not extend the life of the eligibility list or the period of eligibility of the employee.

**When a new probationary employee who is suspended or dismissed during his/her initial probationary period, the immediate supervisor shall be prepare a written recommendation for dismissal. notified in writing The written recommendation for dismissal shall be given to the probationary employee prior to the end of probation and the original is to be forwarded to the Human Resources department. of the action taken and the charges against him/her. A probationary employee He/she shall not have the right of to appeal.**

Should the work for which a probationary employee has been appointed prove temporary instead of permanent, as certified, and should the employee be laid off without fault or delinquency on the employee's part before the employee's probationary period is completed, his/her name shall be restored to the eligibility list and the time the employee has served shall be credited to their probationary period.

### **9.3.3 Subsequent Probation For Permanent Employees**

**A permanent classified employee who has been promoted shall serve a new probationary period in the new classification before attaining permanency in that classification.**

**A permanent classified** ~~An employee who has permanent status in the classified service, and who has been promoted to a higher class,~~ may be **involuntarily returned**, ~~demoted~~ during the probationary period, to his/her former class. He/she shall be notified in writing of the action and the charges against him/her, **and** ~~but~~ shall have the right ~~of~~ **to** appeal.

A permanent **classified** ~~employee who is suspended or dismissed or demoted to other than his/her former class during~~ **in** a probationary **status** period **shall** retain full rights ~~of~~ **to** appeal.

## RULE 10

## HOURS OF EMPLOYMENT AND OVERTIME

**10.1 Work Schedules** ~~Work Periods and Overtime (70.100)~~**10.1.1** ~~Workday and Workweek (70.100.1)~~

The **workweek of classified employees shall consist of** ~~maximum number of~~ hours of regular employment of an employee is eight (8) hours a **per** day and forty (40) hours a **per** week. **These Rules shall not be construed to restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.**

However, The Governing Board **District** may **establish a workday of less** employ persons for lesser periods of time and may, through authorized administrators, order and authorize employees to work in excess of **than** eight (8) hours in one **per** day or forty (40) hours in one week **for some or all of its classified positions.**

**When the District determines that a classified employee is to be assigned a workweek which includes Saturday or Sunday, the district shall notify the employee in writing.**

Reference: Education Code 45127

**10.1.2 Ten-Hour, Forty Hour Per Week Schedule**

**The District may establish a ten (10) hour per day, forty (40) hour, four consecutive day workweek for all, or certain classes of its employees, or for employees within a class. This schedule may be adopted by reason of work location and if duties are not required for a workweek of five (5) consecutive days. This provision may be implemented if establishment of such a workweek has the concurrence of the concerned employees, as ascertained through the employee's organization, if applicable, and the employee's department or management.**

Reference: Education Code 45132

**10.1.3 Nine-Hour, Eighty-Hour, Per Two-Week Schedule**

**The District may establish a nine (9) hour per day, eighty (80) hour per two (2) week work schedule. This schedule may be implemented if establishment of such a workweek has the concurrence of the employee organization, or in the absence of an employee organization, the concerned employee and the employee's department or division manager.**

Reference: Education Code 45132

**10.1.4 Work Day**

**The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in these rules. Each classified employee shall be assigned a fixed number of hours per day, days per week and months per year.**

#### **10.1.5 Adjustment of Assigned Time**

**Any classified employee, who with the permission or at the direction of his supervisor, works an average of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) or more consecutive work days shall have their regular assignment adjusted upward to reflect the longer hours, effective at the beginning of the next pay period.**

**If a part-time employee's average paid time, excluding overtime, for a part-time assignment exceeds the average assigned time by fifty (50) minutes or more per working day in any quarter, the hours paid per day for compensable leaves and holidays in the succeeding quarter shall be equivalent to the average paid per working day in the preceding quarter.**

Reference: Education Code 45137

#### **10.1.6 Decreases in Assigned Time**

**A District initiated decrease in the assigned hours per day, hours per week, days per year or months per year of a classified employee shall be considered a layoff for lack of work or lack of funds. All district initiated decreases in assigned time shall be in accordance with the layoff procedures in these Rules.**

#### **10.1.7 Benefits for Assignments of Less than 8 Hours/12 Months**

**All employees assigned less than eight (8) hours per day and/or less than twelve (12) months per year shall be entitled to sick leave and all other benefits conferred by law on classified employees. These employees shall also be entitled to all leaves and benefits granted by the Board of Trustees to a majority of the regular full-time classified employees. These benefits shall be provided on at least a prorated basis.**

Reference: Education Code 45136

#### **10.1.8 Meal Periods**

**All employees assigned to work more than five (5) consecutive hours per day shall be provided an unpaid, uninterrupted meal period of a least thirty (30) minutes. When an assignment of not more than six (6) hours will complete the day's work, the meal period may be waived by mutual consent of the District and employee. For full-time employees, the meal period shall be provided at or about the midpoint of the work shift.**

#### **10.1.9 Rest Periods**

**Employees shall be assigned one (1) paid rest period during each consecutive four (4) hour work period as specified below:**

**Employees who work six (6) to eight (8) hours per day shall be assigned two (2) fifteen (15) minute rest periods. Rest periods shall be scheduled approximately at the midpoint of each work period, before and after the meal period. Rest periods shall be assigned by the immediate supervisor.**

**Employees working fewer than six (6) but four or more hours per day shall be provided one (1) fifteen (15) minute paid rest period.**

**Employees shall remain at their assigned work sites during a paid rest period unless authorization to leave the work site has been given by the immediate supervisor. Immediate supervisors are encouraged not to unreasonably withhold authorization to leave the work site during rest periods.**

## **10.2 Overtime and Related Matters**

### **10.2.1 Overtime Defined ~~(70.100.2, 70.100.3, 70.100.4, 70.100.5)~~**

**All overtime hours as defined in these Rules** ~~A regular employee who works authorized overtime shall be paid~~ **compensated** at a rate of pay equal to ~~time~~ **one and one-half (1-1/2) times the regular rate of pay of the employee** ~~amount of overtime worked. He/She shall be paid in cash at one and one-half times his/her regular rate of pay for the Overtime worked is~~ **defined to include any time ordered and authorized working time in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar one week.** No one shall order or authorize overtime unless it is approved in advance by the Superintendent or his/her designated representative. ~~Overtime shall be reported and credited in multiples of 15 minutes of working time.~~

- A. Employees having an average work day of four (4) or more hours shall receive overtime compensation for any authorized work performed on the sixth or seventh consecutive day of work.**
- B. Employees having an average work day of less than four (4) hours per day shall receive overtime compensation for any authorized work performed on the seventh consecutive day of work.**
- C. All hours worked by an employee on any holiday designated by these Rules, law or the Board shall be compensated at the overtime rate of pay in addition to regular pay received for the holiday. This provision shall apply to employees excluded from other overtime provisions of these Rules.**
- D. When a ten (10) hour per day, forty (40) hour per week schedule has been approved, the overtime rate shall be paid for all hours worked in excess of ten (10) hours per day or forty (40) hours per week.**
- E. When a nine (9) hour, eighty (80) hour per two (2) week schedule has been approved, the overtime rate shall be paid for all hours worked in excess of nine (9) hours per day or eighty (80) hours in the two-week period.**
- F. ~~The A regular employee who works authorized~~ rate of pay for overtime purposes shall be paid compensatory overtime at a rate equal to one and one-half times the amount of overtime worked **employee's hourly rate of pay plus any differential rate, premium rate or longevity rate paid on a monthly basis.** Employees who perform authorized work on Saturdays or Sundays shall receive compensation at the rate of one and one-half times his/her regular rate. Employees required to work on Board authorized holidays shall receive compensation, or compensatory time off, on a one and one-half time basis in addition to the regular pay to which they might be entitled.**
- G. The number of hours worked for overtime purposes shall include all time during which an employee is excused from work because of holidays, sick leave, vacation, compensation time off or other paid leave of absence.**

#### ~~Overtime Caused by Critical Emergency (70.100.6)~~

~~If the Governing Board declares that overtime service was necessitated because of a critical emergency (civil disaster or other such major occurrence) the rate of pay for such overtime service shall be less than the time and one-half rates described in these regulations.~~

#### **10.2.1 Compensatory Time Off Overtime (70.100.7)**

**Overtime may be compensated as compensatory time off.**

- A. A record of compensatory time worked and taken shall be maintained in the department or school site.**
- B. Compensatory time may be taken in lieu of any other authorized leave.**
- C. Compensatory leave shall be approved by the immediate supervisor before it is taken.**
- D. An employee overtime in excess of eight (8) hours in one day or forty (40) hours in one week shall use earned compensatory time be taken within the twelve (12) calendar months of the payroll period in which it is earned as scheduled and following the date on which the time was earned.**
- E. Compensatory time is earned at the regular or overtime rate as established in these Rules.**

#### **10.2.3 Assignment of Overtime**

**Overtime work shall be equitably assigned among all qualified classified employees who are in the same class, the same organizational unit and the same work location. In assigning overtime, the immediate supervisor may consider:**

- A. Special skills and/or training required to perform the work.**
- B. The availability of regular part-time classified employees to perform the work.**

#### **10.2.4 Call-Back Time**

**Whenever an employee is called back to duty by a supervisor or designee, after the conclusion of the normal work shift, the employee shall receive a minimum of two (2) hours pay or pay for the actual hours worked at the appropriate salary rate, whichever is greater.**

### 10.2.5 Call-In Time

**Whenever an employee is called to work by a supervisor or designee on a day which is not a regularly scheduled work day, the employee shall receive a minimum of two (2) hours pay or pay for the actual hours worked at the appropriate salary rate, whichever is greater.**

### 10.2.6 Exemption From Overtime

**Positions or classes of positions designated supervisory, and administrative or executive by the Commission may be ~~personnel identified as overtime exempted on the adopted Classified Management Salary Schedule,~~ are excluded from the overtime provisions of these Rules. To be exempted from overtime, positions or classes of positions must clearly and reasonably be management positions. The duties, flexibility of hours, salary, benefit structure and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a results of this exemption. Not withstanding this Rule, if an exempt employee is required to work, with prior approval of the Superintendent or Board of Trustees on any District paid holiday, the employee shall be paid in addition to the regular pay received for the holiday, the rate of one and one-half (1-1/2) times the employee's regular rate of pay for all hours worked on that day.**

Reference: Education Code 45130, 45203