

February 10, 2017

To: Diann Kitamura, Superintendent  
Jason Lea, Assistant Superintendent of Human Resources

From: The Reclassification Panel Members

The Reclassification Panel for the CSEA 75 Reclassification Process met to review the applications on February 9<sup>th</sup>, 2017

Members of the Panel:

Emily Keeran – CSEA Labor Relations Representative (CSEA 75 appointee)

Brandon Krueger – Director of Human Resources, Windsor Unified School District (Neutral party)

☺Cindy Brennan – Director of Human Resources, Santa Rosa City Schools (Human Resources appointee)

The District received 13 applications from current employees who were requesting a reclassification of their current position. Listed below is a summary of the recommendations made by the Panel. The Committee would like to acknowledge the high caliber, creativity and loyalty of the persons listed below. It was a pleasure to speak with each one of them and learn more about their individual contributions to SRCS.

Under separate cover, the SRCS Director of Human Resources will provide a memo regarding some of the job duties being performed that need to be discussed and possibly returned to the Administrators of the site.

Applicant Name	Current Job Classification	Applicant Request	Reclassification Panel Recommendation	Notes from Reclassification Panel
Paula Cox	Senior High Technician III Range 23	Reclassification to Accounting Technician II Range 26	The Panel does not recommend reclassification to the Accounting Technician II. Although some of the duties that are part of the Accounting Technician II Job Description are also performed by the Senior High Technician III, there are no duties being performed from the Accounting Technician II Job Description that are not also contained on the Senior High Technician III Job Description.  Although the CASBO/FCMAT compliance changes have tightened up procedures, it has not added anything new to the job.  The PSAT/AP testing and the change in the student lock procedure have added volume, there are also items on the job description (such as ordering supplies for the <u>entire</u> school site), that are performed only on a small scale or not at all. There are individual tasks such as work permit processing that are performed at some	Some sites may need to provide overtime at certain times during the year or a few additional work days to process the tasks that are higher in volume than they used to be. (Examples include: graduation processes, adjunct duty scheduling, and issuing and collecting of locks). Also, the Panel recommends that the Job Description be updated to remove
Nancy Thiele	Senior High Technician III Range 23	Reclassification to Accounting Technician II Range 26		
Debra Hicks	Senior High Technician III Range 23	Reclassification to Accounting Technician II Range 26		
Michele Doss	Senior High Technician III Range 23	Reclassification to Accounting Technician II Range 26		
Debbie Sedletzky	Senior High Technician III Range 23	Reclassification to Accounting Technician II Range 26		



			<p>sites, but they do not fall into a category unrelated to the Job Description and are also not present on the Accounting Technician II Job Description.</p>	<p>the items that are no longer done and add better descriptors to some tasks.</p>
Tina Youngblood	Secretary II Range 24	Reclassification to a new Classification of Administrative Assistant, Secondary Middle/High School, Range 30.	<p>The Panel recommends a reclassification to Range 26 from Range 24. The Panel also recommends updating the Job Description and changing the title to one that is more descriptive of the position.</p>	<p>The panel recommends creating a job description entitled: Administrative Secretary-Middle/Continuation School that incorporates the new items that have been the rationale for the reclassification. (Refer to examples in Reclassification Packets). Item #3 regarding dictation should be deleted.</p>
Aida Ortiz	Secretary II Range 24	Reclassification to a new Classification of Administrative Assistant, Secondary Middle/High School, Range 30.	<p>The Panel believes the reclassification is warranted due to the increase in responsibility for the overall creation and maintenance of the school budget. There were also situations such as Ridgway High School and Comstock Middle School where the Secretary II's had additional responsibilities as not all of the various secretarial positions exist at each of these sites.</p>	
Tammi Leggins	Secretary II Range 24	Reclassification to a new Classification of Administrative Assistant, Secondary Middle/High School, Range 30.	<p>The Secretary II's also have overall responsibility for managing the site's need for Substitutes. They monitor the absences, the incoming Substitutes. They also are responsible for covering classrooms in situations where Substitutes are late or vacancies that did not get filled. This includes assigning Teachers on Prep Period, combining classes or dispatching personnel such as a Campus Supervisor to monitor the classroom while others are found to cover.</p>	
Patricia Ramirez	Secretary II Range 24	Reclassification to a new Classification of Administrative Assistant, Secondary Middle/High School, Range 30.	<p>Last, the Secretary II's have increased responsibilities in the orientation of new staff, including new administrative staff.</p>	
Renee Clay	Secretary II Range 24	Reclassification to a new Classification of Administrative Assistant, Secondary Middle/High School, Range 30.		
Virginia Bagley	Secretary III Range 25	Reclassification to a new Classification of Administrative Assistant, Secondary Middle/High School, Range 30.	<p>The Panel recommends a reclassification to Range 27 from Range 25. The Panel also recommends updating the Job Description and changing the title to one that is more descriptive of the position.</p>	<p>The panel recommends creating a job description entitled: Administrative Secretary-High School that incorporates the new items that have been the rationale for the reclassification. (Refer to examples in Reclassification Packets). Item #3 regarding dictation should be deleted.</p>
Kathy Bassini	Secretary III Range 25	Reclassification to a new Classification of Administrative Assistant, Secondary Middle/High School, Range 30.	<p>The Panel believes the reclassification is warranted due to the increase in responsibility for the overall creation, maintenance and constant tracking of the overall school budget. (This includes regular updates to Administration and Staff). This position also has taken on more of a liaison role on behalf of Administration with the employee personnel functions. Examples include: setting up and participating in all interviews and working with Administrator when personnel issues arise.</p>	
Lisa Greenstein	Secretary III Range 25	Reclassification to a new Classification of Administrative Assistant,		

		<p>Secondary Middle/High School, Range 30.</p> <p>The Secretary III's also have overall responsibility for managing the site's need for Substitutes. They monitor the absences, the incoming Substitutes. They also are responsible for covering classrooms in situations where Substitutes are late or vacancies that did not get filled. This includes assigning Teachers on Prep Period, combining classes or dispatching personnel such as a Campus Supervisor to monitor the classroom while others are found to cover.</p> <p>The Secretary III's have increased responsibilities in the orientation of new staff, including new administrative staff and outside personnel such as SAY, CAPE, Contract Workers and the coordination and monitoring of site Student Teachers.</p> <p>Lastly, the Secretary III's frequently have key roles on site committees such as WASC or Site Council.</p>	
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*Emily Keeran*

2/21/17

Emily Keeran, CSEA Representative

Brandon Krueger, Neutral Party

*Cindy Brennan* 2-16-17

Cindy Brennan, Human Resources Appointee

Attachments:

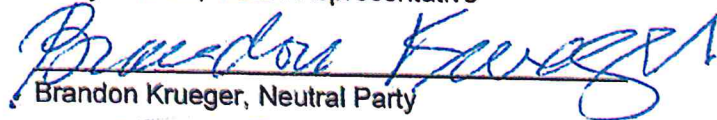
Reclassification Process CSEA 75

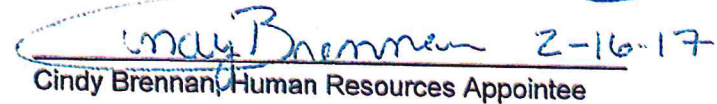
CSEA Salary Schedule



		<p>Secondary Middle/High School, Range 30.</p> <p>The Secretary III's also have overall responsibility for managing the site's need for Substitutes. They monitor the absences, the incoming Substitutes. They also are responsible for covering classrooms in situations where Substitutes are late or vacancies that did not get filled. This includes assigning Teachers on Prep Period, combining classes or dispatching personnel such as a Campus Supervisor to monitor the classroom while others are found to cover.</p> <p>The Secretary III's have increased responsibilities in the orientation of new staff, including new administrative staff and outside personnel such as SAY, CAPE, Contract Workers and the coordination and monitoring of site Student Teachers.</p> <p>Lastly, the Secretary III's frequently have key roles on site committees such as WASC or Site Council.</p>	
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Emily Keeran, CSEA Representative

  
Brandon Krueger, Neutral Party

 2-16-17  
Cindy Brennan, Human Resources Appointee

Attachments:

Reclassification Process CSEA 75

CSEA Salary Schedule



## RECLASSIFICATION PROCESS – CSEA 75

1. Background/Purpose:
  - a. Every CSEA 75 position at the Santa Rosa City Schools is placed in a class.
  - b. Reclassification is a change in an individual's title and/or job description using the following criteria:  
The duties being performed by the employee who currently occupies the position are inconsistent with their current classification.
  - c. Reclassification is not a mechanism for salary increases
  - d. Reclassification may or may not result in a promotion.
  - e. This reclassification process will only apply to an individual.
2. Reclassification Criteria:
  - a. Reasons that may be a basis for reclassification:
    1. Significant new job duties that are permanently added to the job or job description by the supervisor.
    2. Significantly increased responsibilities; other than increased workload, have been permanently added to the position by the supervisor
  - b. Reasons that are not a basis for reclassification:
    1. Longevity and/or seniority
    2. Excellence in work performance
    3. Workload
    4. Assuming duties on one's own behalf without the knowledge of management.
    5. Changes in process or technology that do not result in an increase in workload.
3. Request for Reclassification:
  - a. Any employee requesting a reclassification shall not be eligible to resubmit another request for two years.
  - b. Reclassification is open to any permanent employee.
  - c. Any employee who believes they are eligible for reclassification consideration shall complete and submit, to the Director of Human Resources, a Reclassification Packet by 5:00 p.m. on the last workday in October. The deadline for this year is Friday, October 30<sup>th</sup>, 2015. Incomplete packets will not be considered and the employee will not be eligible to submit another request for two (2) years.
  - d. Any employee who is requesting a reclassification shall submit a completed Reclassification Packet with all required attachments and signatures. Incomplete packets will not be considered and the employee will not be eligible to submit another request for two (2) years.
  - e. The employee will be available to meet with the panel.
4. Reclassification Process: All requests, which meet the criteria, shall be reviewed by a panel which consists of the following: One (1) CSEA appointee, one (1) Human Resources appointee, and one (1) neutral party that is chosen by both CSEA 75 and the District. The neutral party shall not be an employee of the District. The cost of the neutral party shall be paid by the District
  - a. The review panel shall meet in January of each year.
  - b. The recommendation of the panel shall be advisory and forwarded to the Superintendent (or designee) for final action.
  - c. A copy of the panel's recommendation to the Superintendent will be sent to the employee within 10 working days of the panel's meeting date.
5. Review Panel: When considering a possible reclassification, (the internal consistency/ integrity of the salary schedule cannot be disrupted) the panel shall have the authority to recommend the following:
  - a. Reclassification and/or salary range placement

- b. Changes or updates to the job description
- c. Creation of a new classification or range

6. Final Decision:

- a. The Superintendent (or designee) will notify the panel and the employee of the final decision within 6 weeks of the panel's meeting date. All reclassifications must be approved by the Board. Reclassification decisions cannot be appealed.
- b. Upon reclassification of an individual position, the position shall be placed on the step and range of the new classification that provides at least a five percent (5%) salary increase. All approved reclassifications shall take effect the following July 1<sup>st</sup> unless special circumstances are supported by the panel and approved by the Superintendent (or designee).
- c. Reclassification shall not affect the employee's anniversary date.
- d. If it is agreed the employee has been working out of class, but is not being reclassified, then the employee will be notified in writing that they are no longer responsible for the out-of-class duties. The employee will be paid an appropriate out-of-class differential for the time in which they worked out-of-class.



**CSEA 75 - SCHEMATIC LIST OF CLASSIFICATIONS**

<b>CLERICAL, SECRETARIAL &amp; RELATED CLASSES</b>	<b>RANGE</b>
Administrative Secretaries C&I K-6 & 7-12	31
Administrative and Technical Assistant	25
School Secretary III	25
Senior Secretary	25
School Secretary II	24
Elementary School Office Manager	23
Senior High School Technician III	23
CWA Secretary-Bilingual	22
Elementary School Technician II	20
Middle School Technician	20
Senior High School Technician II	20
Secretary	20
Typist Clerk IV	20
Duplicating Services Technician	19
Senior High School Technician I	18
Typist Clerk III	18
Typist Clerk II	17
Typist Clerk I	11

<b>HUMAN RESOURCES</b>	
Lead Human Resources Technician	30
Human Resources Technician III	30
Human Resources Recruiting Technician	28
Human Resources Substitute Technician	28

<b>TECHNOLOGY SUPPORT &amp; DATA PROCESSING PROGRAMMING SERVICES</b>	
Programmer/Analyst	48
Student Information System Coordinator	43
District Assessment Data Specialist	34
Operations Coordinator	31
District Testing Coordinator	31
System Support Specialist	28
Computer Operator	27
Technology Assistant	26
District Testing Specialist	21
Data Processing Control Clerk II	21
Data Processing Control Clerk I	18

<b>DAY CARE &amp; RELATED CLASSES</b>	
Program Account Technician	24
Child Care Lead Person II	20
Child Care Lead Person	18
Child Care Assistant-Site-level II	13
Child Care Assistant-District-wide	11
Child Care Assistant-Site-level	11
Infant Toddler Care Worker	11

<b>INSTRUCTIONAL MATERIALS &amp; RELATED CLASSES</b>	
Instructional Materials Technician-Elem	18
Library Technician II	20
Library Technician	17

<b>FISCAL, ATTENDANCE &amp; RELATED CLASSES</b>	<b>RANGE</b>
Budget Technician	31
Payroll Technician III	30
Purchasing Assistant	27
Accounting Technician II	26
Program Account Technician II	26
District Attendance Specialist	25
Accounting Technician	24
Program Account Technician I	24
Account Clerk III	23
Child Welfare and Attendance Worker	22
Account Clerk II	19
Purchasing Clerk	19
School Account Technician I	15
Data Entry Clerk	15
Account Clerk I	14

<b>FOOD SERVICE CLASSES</b>	
Assistant Food Service Transport Manager	21
Culinary Coordinator	22
Lead Food Service Worker	18
Baker II	15
Cook/Baker	15
Food Service Delivery Worker	15
Food Service Dock Worker I	15
Food Service Worker III	15
Baker I	13
Food Service Worker II	13
Food Service Worker I	8

<b>INSTRUCTIONAL ASSISTANTS &amp; RELATED CLASSES</b>	
Restorative Response Specialist	26
Special Education Assistant II, DHH	22
Student Engagement Activity Worker	20
Family Engagement Facilitator	20
Career Center Specialist	20
Student Advisor	19
Family Mentor	18
Resource Assistant (Bilingual Ed Program)	18
Resource Assistant	18
Special Ed Assistant, Severely Handicapped	18
Community Worker	17
District Testing Technician	17
Special Education Assistant, DHH	17
Career Education Worker	15
Career Education Worker	15
Special Education Assistant	15
Campus Supervisor	14
Instructional Assistant II	14
Instructional Assistant, Bilingual	14
Instructional Assistant, Vocational	14
Instructional Assistant I	14
Lead Noon/Yard Duty Aides	13
Noon/Yard Duty Aides	11

Board Approved: June 22, 2016  
Effective: July 1, 2016