

Reclassification Interviews

Name	Job Classification	Current Range	Proposed Range/Title	Committee Recommendation
Lorie Banks	HS Counseling Secretary (Per job description is actually Student Records Clerk in Sr. High Tech II)	Sr. High Tech II – Range 20	High School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 25. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, Psych, and Restorative), and increased technical responsibilities including Google Support and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position.</p> <p>A highly increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was originally part of the role. This position backs up other Sr. High Tech II's, but other than the Registrar, there is no back up for this position due to the complexity.</p> <p>The committee also recommends a new job description that combines the Counseling Secretary/Registrar roles to provide for greater cross coverage and recognition of the overlap in these roles. The committee also recommends a pilot of a work year extension for the 2018-2019 school year. This would include authorization to work an additional two weeks after school is out and one additional week in August.</p>
Sandra Dile	HS Counseling Secretary (Per job description is actually Student Records Clerk in Sr. High Tech II)	Sr. High Tech II – Range 20	High School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 25. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, Psych, and Restorative), and increased technical responsibilities including Google Support and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position.</p> <p>A highly increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was originally part of the role. This position backs up other Sr. High Tech II's, but other than the Registrar, there is no back up for this position due to the complexity.</p>

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Dayna Farber	Payroll Technician III	Payroll Technician III – Range 30	Lead Payroll Technician – Range 35	<p>The committee does not recommend the creation of the Lead Payroll Technician at this time. The committee does recommend the establishment and payment of out-of-class pay for Ms. Farber for those duties she performed that were outside of her job description while there was an absence of management personnel to perform said duties. In considering the amount of payment, the time spent in the duties that were not part of the Payroll Technician position and the length of time they were performed should be measured. Although Ms. Farber was not directed to take on these duties by any supervisory or management personnel, it is her contention that in the absence of taking on these additional duties, the integrity of employee paychecks and the overall departmental function was at risk. She also stated that there was knowledge that she was performing these duties. The committee recommends that Ms. Farber focus on the duties of the Payroll Technician moving forward and that Ms. Farber's direct supervisor be responsible for any duties outside of the Payroll Technician.</p> <p>The committee also recommends that Ms. Farber be permitted to enter another Reclassification Request in 2018 if she is directed to perform additional duties she has cited in her Reclassification Request Packet.</p>
Ann Janes	HS Registrar (Per job description is Registrar in Sr. High Tech II)	Sr. High Tech II – Range 20	High School Counseling Secretary/Registrar – Range 23-25	The committee recommends a salary increase to Range 25. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, Psych, and Restorative), and increased technical responsibilities including Google Support and the new Student System with more complex data entry and training of other staff members. There are also a

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Catherine Kelly	HS Registrar (Per job description is Registrar in Sr. High Tech II)	Sr. High Tech II – Range 20	High School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 25. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, Psych, and Restorative), and increased technical responsibilities including Google Support and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position. Ms. Kelly's position also has additional challenges in that the number of students entering and exiting Ridgway High School is between 400-600 per year. Schedule changes are frequently implemented after 3 weeks in a class so students can move on to other credit recovery courses.</p> <p>A highly increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was originally part of the role. This position backs up other Sr. High Tech II's, but other than the Registrar, there is no back up for this position due to the complexity.</p> <p>The committee also recommends a new job description that combines the Counseling Secretary/Registrar roles to provide for greater cross coverage and recognition of the overlap in these</p>

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Patricia Stage	HS Registrar (Per job description is Registrar in Sr. High Tech II)	Sr. High Tech II – Range 20	High School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 25. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, Psych, and Restorative), and increased technical responsibilities including Google Support and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position.</p> <p>A highly increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was originally part of the role. This position backs up other Sr. High Tech II's, but other than the Registrar, there is no back up for this position due to the complexity.</p> <p>The committee also recommends a new job description that combines the Counseling Secretary/Registrar roles to provide for greater cross coverage and recognition of the overlap in these roles. The committee also recommends a pilot of a work year extension for the 2018-2019 school year. This would include authorization to work an additional two weeks after school is out and one additional week in August.</p>
Pauline Serna	HS Registrar (Per job description is Registrar in Sr. High Tech II)	Sr. High Tech II – Range 20	High School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 25. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, Psych, and Restorative), and increased technical responsibilities including Google Support and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position.</p> <p>A highly increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was</p>

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Sally Gonzalez	HS Registrar (Per job description is Registrar in Sr. High Tech II)	Sr. High Tech II – Range 20	High School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 25. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, Psych, and Restorative), and increased technical responsibilities including Google Support and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position. Ms. Gonzalez also has overall responsibility for graduation planning and execution.</p> <p>A highly increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was originally part of the role. This position backs up other Sr. High Tech II's, but other than the Registrar, there is no back up for this position due to the complexity.</p> <p>The committee also recommends a new job description that combines the Counseling Secretary/Registrar roles to provide for greater cross coverage and recognition of the overlap in these roles. The committee also recommends a pilot of a work year extension for the 2018-2019 school year. This would include authorization to work an additional two weeks after school is out and one additional week in August.</p>
Laura White	MS-Registrar/Counseling Secretary (Per job	Middle School Tech – Range 20	Middle School Counseling	<p>The committee recommends a salary increase to Range 24. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, SCOE,</p>

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Lola Ruzzo	MS-Registrar/Counseling Secretary (Per job description is Student Records Clerk in Middle School Technician)	Middle School Tech – Range 20	Middle School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 24. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, SCOE, and CPS), and increased technical responsibilities including Google Support, Parent Portal and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position.</p> <p>An increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was originally part of the role. This position backs up other Middle School Technicians, but there is no back up for this position due to the complexity.</p> <p>The committee also recommends a new job description, Middle School Counseling Secretary/Registrar that better describes the work being performed by this position. The committee also recommends a pilot of a work year extension for the 2018-2019</p>

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Lorrel Hovland	MS-Registrar/Counseling Secretary (Per job description is Student Records Clerk in Middle School Technician)	Middle School Tech – Range 20	Middle School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 24. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, SCOE, and CPS), and increased technical responsibilities including Google Support, Parent Portal and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position.</p> <p>An increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was originally part of the role. This position backs up other Middle School Technicians, but there is no back up for this position due to the complexity.</p> <p>The committee also recommends a new job description, Middle School Counseling Secretary/Registrar that better describes the work being performed by this position. The committee also recommends a pilot of a work year extension for the 2018-2019 school year. This would include authorization to work an additional two weeks after school is out and one additional week in August.</p>
Stephanie Walls	MS-Registrar/Counseling Secretary (Per job description is Student Records Clerk in Middle School Technician)	Middle School Tech – Range 20	Middle School Counseling Secretary/Registrar – Range 23-25	<p>The committee recommends a salary increase to Range 24. This is because this position has taken on significant duties in the areas of Master Schedule development, program support (i.e. SAY, SCOE, and CPS), and increased technical responsibilities including Google Support, Parent Portal and the new Student System with more complex data entry and training of other staff members. There are also a number of detailed reports that used to be generated by the District Office and are now the responsibility of this position.</p> <p>An increased level of front line student crisis management and triage is now part of this position. There is also a greater level of contact with parents, community, staff and students than was originally part of the role. This position backs up other Middle</p>

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Mary Berkey 5/10/18
Mary Berkey, Director of Human Resources, Windsor Unified School District (Neutral Party)

Cindy Brennan 5/2/18
Cindy Brennan, Director of Human Resources, Santa Rosa City Schools (District Representative)

Holley Luia, CSEA Representative

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