

February 12, 2019

To: Diann Kitamura, Superintendent  
Stacy Spector, 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 12, 2019

Members of the Panel:

Holley Luia – CSEA Labor Relations Representative (CSEA 75 appointee)

Mary Berkey – Director of Human Resources, Windsor Unified School District (Neutral party)

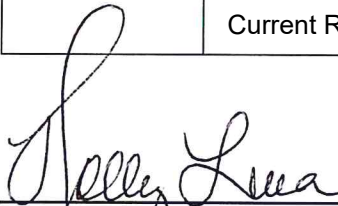
Lori Fletcher – Director of Compensation and Staffing, Santa Rosa City Schools (Human Resources appointee)

The District received 5 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.

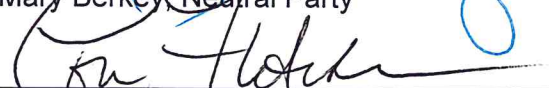
Under separate cover, the SRCS Director of Human Resources will provide a memo regarding some of the job duties being performed that need to be discussed and possibly returned to the Administrators of the site.

Applicant Name	Current Job Classification	Applicant Request	Reclassification Panel Recommendation	Notes from Reclassification Panel
Irma Estrella	Elementary School Office Manager  Current Range 23	Reclassification to Administrative Assistant – Middle School	The panel recommends utilizing the current School Secretary III, and retitle it to Administrative Assistant Charter School. Add number 10 from original job description to cover student registration aspects of the position. Range 26	
Mary Alyce Stephens	Human Resources Technician III – Recruiting Technician  Current Range 28	Human Resources Technician III	The panel recommends keeping the current job description and adding 2, 6, 7, 13, and 14 from the Human Resources Technician III. Retitle the job description to Human Resources Recruiting Technician. Range 29	

Sheila Moore	Instructional Materials Technician  Current Range 18	Wanted a specific job description for IMT-Charter	The panel is not recommending a reclassification at this time as the position is being looked at as part of regular bargaining. If the position is not revised through bargaining, Sheila may submit another reclassification request next year.	The new French curriculum needs to go through the normal warehouse process
Yolanda Silva	CWA Bilingual Secretary Current Range 22	Administrative Assistant – Middle School	The panel recommends changing the job title to Senior Secretary – SAFE/Bilingual, using the primary functions as described in her reclassification request and the essential Job functions as rewritten on the Administrative Assistant - Middle/Continuation. Range 25	
Leslie Koehler	Purchasing Assistant I  Current Range 27	Child Nutrition Services Buyer	The panel recommends the Pittsburgh Child Nutrition Services Buyer job description with the following changes: #4-Change PAR level to 500, #11 specify that it is CNS warehouse, #18 make it permissive with may, #29 add May submit work order through a designated tracking system. Under Licenses and other requirements, remove driver's license and add ServSafe certification. Range 29.	

  
 Holley Luia, CSEA Representative

  
 Mary Berkey, Neutral Party

  
 Lori Fletcher, Human Resources Appointee

Attachments:  
 Reclassification Process CSEA 75  
 CSEA Salary Schedule