



California
School
Employees
Association

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May 16, 2016

Via E-Mail: lpelecto@aol.com

Holly K Hernandez, President
Alpine Chapter #607
658 Tierra Del Sol Rd
Boulevard, CA 91905-9643

Re: Memorandum of Understanding (MOU): Reclassification for Human
Resources/Payroll Data Technician

Dear Chapter President:

As required by CSEA Policy 610, I have reviewed the Memorandum of Understanding (MOU) regarding the reclassification for the Human Resources/Payroll Data Technician that was recently negotiated between California School Employees Association and its Chapter #607 and the Alpine Union School District in accordance with Policy 610. I find nothing in this tentative agreement that conflicts with applicable statutes or CSEA Policy.

This agreement is therefore recommended for ratification.

Please ensure your chapter complies with the Policy 610 Ratification Notice and Ratification Meeting requirements as identified in your chapter's Constitution and Bylaws which include the following:

- Call a meeting of the bargaining unit for a secret ballot vote with at least a five (5) days meeting notice;
- Identify the meeting time, date and location with an opportunity for discussion/debate;
- Attach a copy of tentative agreement or a summary;
- Provide the Negotiating Committee's recommendation;

Please be advised that four (4) copies of the signed contract must be submitted to the San Diego Field Office.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedication is truly appreciated.

In Solidarity,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Leticia Munguia, Field Director

C: Regional Representative; Area Director; Labor Relations Representative; File

Memorandum of Understanding

April 25, 2016

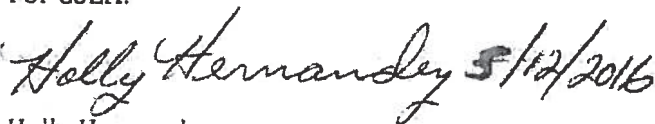
CSEA Chapter 607 and Alpine Union School District

Establishment of Classification: Human Resources/Payroll Data Technician

The parties met on April 11, 2016 and negotiated the attached position job duties and salary range for a new classification: Human Resources/Payroll Data Technician. See attached.


This classification is established to support the Human Resources department as the District moves forward with implementation of the San Diego County Department of Education's PeopleSoft program.

For CSEA:

 5/12/2016

Holly Hernandez
President, CSEA, Chapter 607

For District:



Melody Belcher
Director of Human
Resources and Student Services

 5/12/16

Dan Ortiz
Labor Relations Representative, Chapter 607

Attached: Job Description for Human Resources/Payroll Data Technician, Range 25
on Classified Salary Schedule

ALPINE UNION HIGH SCHOOL DISTRICT

Position Description

TITLE: Human Resources/Payroll Data Technician

DEPARTMENT: Human Resources

BASIC FUNCTION:

Perform a variety of complex and technical clerical duties related to the generation of accurate and timely personnel and employee job assignment information. Review, update and process data into the district's database systems. Assist with functions related to the generation of accurate pay warrants for employees throughout the district.

This job reports to Director, Human Resources and Student Services.

Essential Functions

Assist with processing of new employees; verify employee eligibility for coverage under district group insurance programs; explain policies, paperwork and requirements for employment.

Assist with proctoring of proficiency and recruitment testing for the purpose of evaluating applicant qualifications.

Assist with substitute dispatch process for the purpose of providing coverage at school sites and for emergency requests for substitutes.

Compile and validate data, using data bases such as EXCEL and Access, from a variety of sources related to employment for the purpose of complying with financial, legal and/or administrative requirements.

Ensure proper coverage for District Office departments to perform duties related to Human Resources, Payroll, Student Services and/or Receptionist for short periods of time; assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Prepare reports, compose and type letters, memos, forms, and other documents using data bases, word processing programs and PowerPoint.

Process all certificated and classified employee personal data and employee job assignment information into the district's PeopleSoft database for the purpose of maintaining employment database and ensuring employment history integrity.

Receive, sort, and distribute incoming mail and provide clerical support.

Reconcile substitute payroll information (e.g. rate of pay, shifts, account codes) for the purpose of ensuring accuracy of payroll records.

Respond to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information, facilitating communication among parties and/or providing direction.

Support payroll functions by gathering, reviewing, and correcting time sheets, time cards, absence cards, data processing printouts, and other documents.

Update and maintain departmental files and records.

Update District payroll/personnel systems with San Diego County payroll system (PeopleSoft) as needed, for the purposes of maintaining accurate information.

Perform related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of computer operations; office application suites; and troubleshooting techniques for application software and peripheral equipment.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communication with persons

with diverse knowledge and skills; working as part of a team and working with frequent interruptions; and working with sensitive and confidential information.

Responsibility

Responsibilities include: working with limited supervision following standardized practices and/or methods. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require these physical demands: occasional lifting, carrying pushing and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity to operate a computer keyboard. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required

Education High school diploma or equivalent

Equivalency High school graduation or equivalent and (2) years of responsible clerical experience, preferably including experience working with personnel and/or payroll data.

Required Testing Job Related Proficiency Test

Certificates Current Typing Certificate at a corrected speed of 40 wpm
Certificates in job-related software applications desirable

Clearances Criminal Justice Fingerprint/Background Clearance
TB Clearance
Mandated Reporter Certificate
Valid California Driver's License

FLSA Status

Approval Date

Salary Range

Non Exempt

Classified Bargaining
Unit; Range 25