

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIVERSIDE  
CHAPTER #506  
AND THE  
RIVERSIDE UNIFIED SCHOOL DISTRICT

February 23, 2017

This Memorandum of Understanding (MOU) is entered into by the California School Employees Association and its Chapter #506 (CSEA) and the Riverside Unified School District (District).

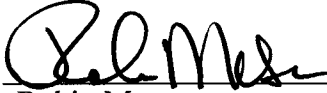
On February 23, 2017 the District and CSEA met and agreed to the following:

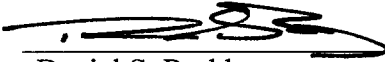
1. In accordance with Article I – Recognition, of the collective bargaining agreement the attached reclassified job classification of Mail Warehouse Specialist will be included in the classified bargaining unit.
2. Appendix A will be revised to include the reclassified job classification of Mail Warehouse Specialist.
3. The reclassified job classification of Mail Warehouse Specialist will be paid at Range 27 on the classified bargaining unit salary schedule.

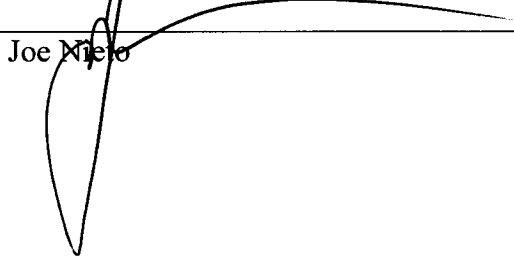
This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.

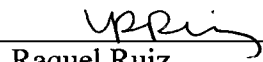
**For the District:**

**For the CSEA:**

  
\_\_\_\_\_  
Robin Mesa  
Director, Classified Personnel  
Riverside Unified School District

  
\_\_\_\_\_  
Daniel S. Rudd  
President, CSEA Chapter #506  
Riverside Unified School District

  
\_\_\_\_\_  
Joe Nijo

  
\_\_\_\_\_  
Raquel Ruiz  
Labor Relations Representative  
CSEA

*Shani Dahl*

Shani Dahl

*Kenneth Mueller*

Kenneth Mueller

*Mays Kakish*

Mays Kakish

*Caralyn Alldis*

Caralyn Alldis

*Ana Mendez*

Ana Mendez

*Mike Green*

Mike Green

*Bernie Holt*

Bernie Holt

*Peggy Ritch*

Peggy Ritch

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**RIVERSIDE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: MAIL WAREHOUSE SPECIALIST LEAD MAIL CLERK (Range 22  
27)**

**BASIC FUNCTION:**

Under the direction of ~~the Electronics Shop~~ **an assigned** Supervisor, act as lead person over mail/**warehouse** unit personnel to perform manual and clerical work involving the pick up, sorting, metering and distribution of US mail and other printed and packaged material; coordinating pick up and delivery of mail and audio-visual teaching aids at schools and office sites **and assist in the receipt, inspection, issuance and delivery of supplies at the warehouse** ~~perform other related duties as required.~~

**REPRESENTATIVE DUTIES:**

Operate a District vehicle over a designated route ~~to designated route~~ to pick up and deliver U.S. and District mail to schools and administrative offices. *E*

Sort, route and distribute U.S. and District mail to District Office departments. *E*

Prepare outgoing mail and make deliveries according to established routes and schedules; sort, meter, sack and bundle mail. *E*

Prepare process and deliver first class, certified, registered and insured mail and parcels. *E*

Prepare requisitions or postage due funds, bulk permit funds, or postage meter funds. *E*

Prepare requisitions for office supplies and request repairs for mailroom equipment delivery vehicle. *E*

Operate, a variety of related equipment, including postage meters, scales and others. *E*

**Diagnose, troubleshoot, calibrate and repair the mail/meter equipment. E**

Process, meter and tag outgoing U.S. mail and parcels. *E*

**Provide technical support to site personnel regarding mail classification. E**

**Assist with the inventory process, receiving, storage, issuing, and inventory of materials, supplies, and equipment. E**

**Collect and secure deposits and deliver checks from the County Office to payroll. E**

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**Operate forklift and electric jack for loading and unloading supplies, orders and equipment. E**

**Train and support mail/drivers on new regulations, procedures and software updates. E**

**Initiate, document and manage work orders through the TMA system. E**

Maintain records for various departments's mailing expenses and prepare related reports. *E*

Perform a variety of office clerical work (i.e. P.O.'s, Docushare, Galaxy, AESOP, etc.) as assigned. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Postal regulations.

Basic mail and postage terminology.

Proper operation of postage meters and related equipment.

Office clerical procedures.

**Storekeeping procedures, including methods of proper and orderly receipt, handling, storage, and delivery of supplies and equipment.**

**Stock inventory procedures.**

**Definitions and use of Requisitions, purchase orders, invoices, and delivery receipts.**

**ABILITY TO:**

Learn U.S. and District mailing rules and regulations.

Observe legal and defensive driving practices.

Receive, sort, distribute and process District and U.S. mail.

Prepare outgoing mail for delivery.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

**Receive, check, and store incoming supplies and equipment.**

**Fill orders accurately from requisitions.**

**Maintain stock inventory records.**

**Follow oral and written directions.**

**Maintain stores and storage facilities in a clean and orderly fashion.**

**Establish and maintain effective relationships with others.**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and ~~two (2)~~ **three (3)** years experience ~~processing, distributing, and delivering large volumes of mail.~~ **with mail and warehouse duties.**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

United States Postal Service Multiline Optical Character Reader (MLOCR) Accuracy Support System Certification.

**Forklift/Electric Jack Certification**

**WORKING CONDITIONS:**

ENVIRONMENT:

Mail room environment.

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Lifting moderately heavy objects **up to 50 lbs.**

Pushing or pulling mail carts.

Reaching overhead, above the shoulders and horizontally.

Seeing to read addresses and **fill and inspect orders.**

**Lifting, carrying, pushing, pulling and moving various objects.**

**Hearing and speaking to exchange information.**

**Dexterity of hands, wrists and fingers to operate warehouse equipment and vehicles.**

**Reaching overhead, above the shoulders and horizontally.**

**Bending at the waist.**

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: LEAD MAIL CLERK (Range 22)

#### **BASIC FUNCTION:**

Under the direction of the Electronics Shop Supervisor, act as lead person over mail unit personnel to perform manual and clerical work involving the pick up, sorting, metering and distribution of US mail and other printed and packaged material; coordinating pick up and delivery of mail and audio-visual teaching aids at schools and office sites; perform other related duties as required.

#### **REPRESENTATIVE DUTIES:**

Operate a District vehicle over a designated route to designated route to pick up and deliver U.S. and District mail to schools and administrative offices. *E*

Sort, route and distribute U.S. and District mail to District Office departments. *E*

Prepare outgoing mail and make deliveries according to established routes and schedules; sort, meter, sack and bundle mail. *E*

Prepare process and deliver first class, certified, registered and insured mail and parcels. *E*

Prepare requisitions or postage due funds, bulk permit funds, or postage meter funds. *E*

Prepare requisitions for office supplies and request repairs for mailroom equipment delivery vehicle. *E*

Operate a variety of related equipment, including postage meters, scales and others. *E*

Process, meter and tag outgoing U.S. mail and parcels. *E*

Maintain records for various departments's mailing expenses and prepare related reports. *E*

Perform a variety of office clerical work as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Postal regulations.

Basic mail and postage terminology.

Proper operation of postage meters and related equipment.

Office clerical procedures.

**ABILITY TO:**

Learn U.S. and District mailing rules and regulations.

Observe legal and defensive driving practices.

Receive, sort, distribute and process District and U.S. mail.

Prepare outgoing mail for delivery.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two (2) years experience processing, distributing, and delivering large volumes of mail.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

United States Postal Service Multiline Optical Character Reader (MLOCR) Accuracy Support System Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Mail room environment.

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Lifting moderately heavy objects.

Pushing or pulling mail carts.

Reaching overhead, above the shoulders and horizontally.

Seeing to read addresses.