

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

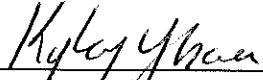
September 23, 2016

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).

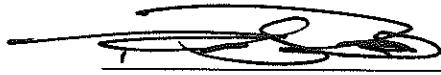
On September 23, 2016 the District and CSEA met and agreed to the following:

1. In accordance with Article I – Recognition, of the collective bargaining agreement the attached reclassified job classification of Human Resources Technician will be included in the classified bargaining unit.
2. Appendix A will be revised to included the reclassified job classification of Human Resources Technician.
3. The reclassified job classification of Human Resources Technician will be paid at Range 30 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.



Kyle Ybarra,
Assistant Superintendent,
Personnel



Date Dan Rudd, Date
CSEA Chapter #506 President 9/23/16



Raquel Ruiz Date
CSEA Labor Relations Rep., 9/23/16
Rancho Cucamonga Field Office

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its CHAPTER 506
TENTATIVE AGREEMENT
September 23, 2016**

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, and its Chapter 506 ("CSEA") the parties agree to:

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN (RANGE-22 30)

BASIC FUNCTION:

Under the direction of the ~~Classified Personnel Director~~ **an assigned supervisor**, perform ~~responsible technical~~ **responsible technical** personnel duties in the area of recruitment, examination, placement and maintenance of applicant records and files. ~~provide specialized information and assistance in person and on the telephone to District personnel, staff and job applicants; perform a variety of clerical duties in support of the classified personnel program.~~

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical and technical duties in support of the District's recruitment program; communicate with job applicants and provide information; prepare rejection letters or make offers of employment. *E*

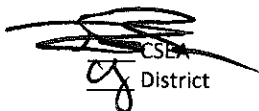
Provide technical information and assistance in person and on the telephone to District personnel, staff and job applicants. E

Verify work experience and evaluate transcripts of applicants to determine qualifications for vacancies. E

Process, prepare, record and maintain information for applicants/employees such as Walk on Coaches. E

Provide information and assistance to District personnel, staff and the public regarding a variety of personnel matters relating to the recruitment and selection of applicants for advertised vacancies. *E*

Perform live scan fingerprinting to electronically capture fingerprint images and accompanying data for transmission to the Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and California Commission on Teacher Credentialing (CCTC) depending on applicant type. E



Process and maintain information regarding leaves of absence (e.g. Sick, Maternity, FMLA/CFRA, etc.) related to classified and certificated employees. *E*

Assist with the reasonable accommodations process for classified and certificated employees.

Process, maintain and respond to information from the Employment Development Department (EDD) regarding unemployment claims. *E*

Assist with planning, organizing and developing programs (e.g. professional growth activities, employee events, etc.). *E*

Receive and process personnel **action requests** ~~requisitions~~, prepare and distribute vacancy notices; place advertisements ~~in newspapers and periodicals~~ according to established procedures and guidelines. *E*

Select applicants who ~~meet~~ ~~exceed~~ job requirements and qualifications to interview with supervisors and managers for final selection for vacancy and long term assignments. *E*

Prepare, index, scan and check for quality control of personnel documents into the paperless on-line document system for retention of records. *E*

Assist in revising, modifying or developing classified recruitment and testing procedures. *E*

Process and maintain a variety of information related to the classified professional growth program. *E*

Research and analyze data in updating of personnel policies and procedures. *E*

Maintain log of employees evaluation dates and type of evaluation; notify appropriate administrator of due dates. *E*

Process applications for summer school, create lists and process employees for proper payment for summer work. *E*

Prepare, type, update and maintain a variety of materials related to assigned activities; verify and post information as assigned; assure completeness and accuracy of materials. *E*

Prepare, distribute, receive, record and maintain files of job applications and other information; screen for completeness and forward appropriate information for review. *E*

Perform duties related to the examination of applicants as required; assemble and organize written examination materials; administer, correct and score exams. *E*

Recruit panel members; schedule and arrange interviews; gather, type and distribute interview packets. *E*

Compose, prepare, maintain and process a variety of confidential correspondence, records and reports. *E*

Operate various office machines. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Personnel office functions, practices and procedures.

Record-keeping techniques.

Payroll and retirement information and procedures.

Modern office organization and procedures.

Rules and regulations of fingerprinting.

The Activity Supervisor Clearance Certificate (ASCC) through the CCTC.

Applicable federal and state laws regarding leaves.

The reasonable accommodations process.

The classified and certificated contracts.

Unemployment rules and regulations.

Research techniques.

Methods of analyzing information.

Operation of a computer terminal.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform **responsible technical** personnel and clerical duties in the areas of recruitment and selection, and maintenance of personnel applicant records and files.

Maintain the security of confidential materials.

Perform math calculations.

Analyze information to define issues and draw conclusions.

Read and understand technical information.

Compose informational materials for dissemination.

Exercise sound judgment in interpreting and applying existing laws, policies, procedures, rules and regulations.

Apply personnel rules and related procedures.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Type at 40 words per minute.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: **High School Diploma or equivalent**, two years college-level course work in business or related field and two years increasingly responsible clerical experience in a human resource office **or related** environment.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license

Obtain Fingerprint Rolling Certification from DOJ within the probationary period

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Subject to considerable distraction and noise from constant interruptions and office activities.

PHYSICAL ABILITIES:

Dexterity of hands, wrists and fingers to operate a computer keyboard.

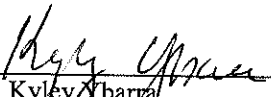
Reaching overhead, above the shoulders and horizontally and kneeling or crouching to retrieve files.

Hearing and speaking to exchange information in person or on the telephone.

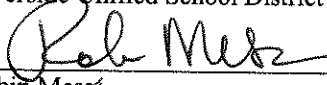
Seeing to read applicant materials.

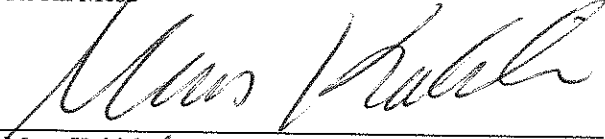
AGREED:


For the District:

 9/23/16
Date

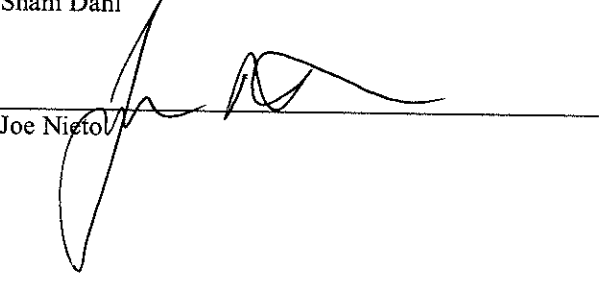
Kyle Ybarra
Assistant Superintendent, Human Resources
Riverside Unified School District


Robin Mesa

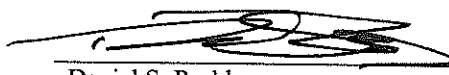

Mays Kakish


Ken Mueller



Shani Dahl

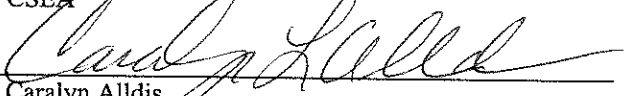

Joe Nietol

For CSEA:

 9/23/16
Date


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

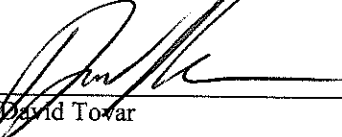
 9/23/16
Raquel Ruiz
Labor Relations Representative
CSEA


Caralyn Alldis


Laura Egan


Michael Green


Colleen Hairston


David To'ar