

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its CHAPTER 506
TENTATIVE AGREEMENT
December 21, 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 the following job description revisions:

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NONPUBLIC SCHOOL/AGENCY TECHNICIAN/ASSISTANT (RANGE 16 22)

BASIC FUNCTION:

Under the direction of an assigned manager/director, provide **technical support assistance** with varied and responsible secretarial and clerical support services; perform a variety of responsible accounting clerical duties; maintain assigned budgets; assist with nonpublic school registration, attendance and assessment; organize office activities and coordinate flow of communications for the assigned manager. **Coordinate and provide technical information and support with respect to nonpublic schools and agencies.**

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical and accounting duties to ~~assist assigned managers, assist students, parents and staff by facilitating~~ **facilitate the** smooth and efficient processing and flow of information and materials. *E*

Prepare and process invoices, requisitions, purchase orders and other accounting-related documents for an assigned set of accounts. *E*

Assist in preparing master contracts for nonpublic schools and agencies; request updated fee and insurance documents; revise existing contracts with updated information; submit contracts to Business Services for final approval. *E*

Based on individual IEP review and on a yearly basis, develop an Individual Service Agreement for each student receiving services from a nonpublic school or agency. *E*

Review nonpublic school and agency invoices; check for accuracy based on services outlined in individual IEPs and verify calculations; submit documents to manager(s) for approval; serve as contact person for questions regarding nonpublic billing and payment. *E*

Independently analyze and coordinate data entered into multiple software systems. *E*

Register and enroll students attending nonpublic schools; verify registration information and complete the enrollment process in the student data system. *E*

Review for accuracy attendance records submitted by nonpublic schools; cross-reference billing with positive attendance days; submit records to attendance accounting office. *E*

Coordinate the disbursement and collection of state assessment documents for nonpublic school students; maintain appropriate documentation related to state assessments. *E*

Coordinate office communications; initiate and answer telephone calls; schedule appointments; explain program policies and procedures; provide information of general or limited technical nature to parents, staff and others. *E*

Type letters, reports memoranda, records, expense claim forms and other materials from straight copy, rough drafts or oral instructions. *E*

Operate a variety of office equipment including typewriter, calculator, and copier; operate a computer and assigned software programs to record information and generate lists, reports and other materials. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment; telephone techniques and etiquette.

Record-keeping techniques, filing systems and information management.

Financial and statistical record-keeping techniques

Basic accounting techniques

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

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Operation of office machines including a computer terminal.

District Policy and Administrative Regulations and Procedures related to NPS/NPA.

Computerized data collection, management, manipulation and recording functions for analysis.

ABILITY TO:

Perform varied and complex secretarial and clerical support duties

Work independently with little direction

Type 50 words net per minute from clear copy

Interpret contracts

Learn or obtain a basic understanding of State/Federal data reporting regarding NPS/NPA

Review, **analyze** and verify data **from multiple sources** and prepare accurate reports

Compare numbers and detect errors efficiently

Make arithmetic computations with speed and accuracy

Work confidentially with discretion

Meet schedules and timelines

Provide assistance and complete work with many interruptions
Maintain a variety of filing systems
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and **two years college level course work in Personnel, Special Education, Pupil Services, Business or related field or two years experience of increasingly responsible clerical/technical** experience involving financial recordkeeping and the use of **automated modern** office equipment.

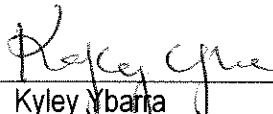
WORKING CONDITIONS:

ENVIRONMENT:
Office environment

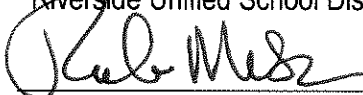
PHYSICAL ABILITIES:
Seeing to inspect financial records and to assure accurate and complete correspondence
Hearing and speaking to communicate with District staff and the public
Sitting for extended periods of time
Bending, kneeling and reaching to retrieve and file records
Lifting moderately heavy objects
Dexterity of hands, **wrists** and fingers to file and operate office equipment

AGREED:

For the District:

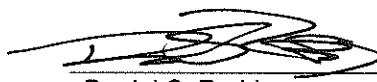
 2/7/17

Kylee Ybarra Date
Assistant Superintendent, Human Resources
Riverside Unified School District

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Robin Mesa


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Shani Dahl

For CSEA:

 2/10/17

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

Raquel Ruiz, Labor Relations Representative
CSEA

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Caralyn Aldis

Mays Kakish

Mays Kakish

Laura Egan

Laura Egan

Ken Mueller

Ken Mueller

Michael Green

Michael Green

David Tovar

David Tovar -CSEA Member

Colleen Hairston

Colleen Hairston