

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**SANTA ROSA CITY SCHOOLS**

**AND**

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 75**

Santa Rosa City Schools ("District") and California School Employees Association and its Chapter 75 ("CSEA"), enter into this Memorandum of Understanding ("MOU") regarding reclassification.

**AGREEMENT**

In accordance with Appendix E of the CSEA collective Bargaining agreement, the parties have agreed as follows regarding reclassification in the 2023-2024, 2024-2025, 2025-2026 school years. Additionally, the parties have agreed to special contingencies for past school years.

1) The following job classifications were reviewed as part of the reclassification process. The following changes (if noted) will be effective on the dates identified below.

a. Administrative Assistant, Middle and Continuation Schools

- Reclassification effective date 7/1/2025.
- Job description modified (attached).
- Salary Range increase from Range 26 to Range 27.
- Incumbent(s) will remain at their current Step in the new salary Range.

b. SIS Coordinator

- Reclassification effective date 7/1/2024.
- Job description modified (attached).
- Salary Range increased from Range 43 to Range 46.
- Incumbent(s) will remain at their current Step in the new salary Range.

c. Senior Secretary (“State and Federal” Programs) -- Job titled changed to Program Account Technician III

- Reclassification effective date 7/1/2025 and shall only impact the employee working in “State and Federal” programs. All other Senior Secretary incumbents will remain in their current Senior Secretary job classification.
- Job title changed to Program Account Technician III.
- Job description modified (attached).
- Salary Range increased from Range 25 to Range 28. Incumbent will remain at their current Step in the new salary Range.
- Incumbent(s) classification seniority will reflect the hire date into the Senior Secretary job classification.

d. CNS Warehouse Keeper/Driver

- Reclassification effective date 7/1/2024. Incumbents who were employed as Warehouse Keeper/Driver will be related to CNS Warehouse Keeper/Driver.
- Non-CNS incumbents in the Warehouse Keeper/Driver job classification will remain within the unmodified Warehouse Keeper/Driver job classification.
- Job description modified (attached).
- Salary Range increased from Range 23 to 24.
- Incumbent(s) will remain at their current Step in the new salary Range.
- Incumbent(s) seniority will reflect hire date into Warehouse Keeper/Driver job classification.

e. District Data Specialist I

- Reclassification effective date 7/1/2024.
- Job description modified (attached).
- Salary Range increased from Range 31 to 33.
- Incumbent(s) will remain at their current Step in the new salary Range.

f. HR Recruiting Technician

- Reclassification effective date 7/1/2025.
- Job description modified (attached).
- Salary Range increased from Range 29 to 33 .
- Incumbent(s) will remain at their current Step in the new salary Range.

g. HR Technician III

- Effective 7/1/2026, the job description shall be modified (attached).
- No salary Range change.

2) Effective on the dates listed below, the following new job classifications shall be created and added to the CSEA bargaining unit in accordance with PERB Regulation 3278.

a. College and Career Technician

- New job classification effective 7/1/2026, will post posted as a vacancy.
- Job description attached
- Placement at Range 26 of the CSEA salary schedule

3) Special Contingencies

CNS Buyer

- Background: The CNS Buyer position was previously titled Purchasing Assistant and was held by an employee from February 23, 2015 through May 26, 2025. During the 2018–2019 reclassification process, one Purchasing Assistant position was reclassified to CNS Buyer effective July 1, 2019. The employee’s position was then retitled from Purchasing Assistant to CNS Buyer, and the employee continued serving in that role from July 1, 2019 through May 26, 2025. Following the employee’s promotion out of the bargaining unit on May 27, 2025, the CNS Buyer position became vacant and remains vacant as of the date that this MOU is signed.
- Due to an oversight by the parties, this reclassification was not previously formalized. This MOU shall serve as a memorialization of the changes which shall be retroactive to the date of this position’s reclassification retroactive to the 2018-2019 school year.
- This job classification is vacant and will be posted.
- This job classification is placed at Range 29 of the CSEA salary schedule
- This Purchasing Assistant job classification is still an active job classification at the District.
- The job description is attached to this MOU.

Date: May 29, 2026

For Santa Rosa City Schools:



Vicki Zands (Jun 3, 2026 14:02:16 PDT)

Vicki Zands, Asst. Superintendent of HR



Lisa August Hulme, Interim Superintendent

For CSEA:



Mary Lehman (Jun 3, 2026 14:53:33 PDT)

Mary Lehman, Chapter 75 President



JASON ANDREWS (Jun 3, 2026 14:54:27 PDT)

Jason Andrews, V.P / Chief Negotiator



Tammy Affonso, Negotiator



Mark Westerberg, CSEA LRR

Approved by Board: June 10, 2026

Ratified by CSEA 75: \_\_\_\_\_

Attached: Job Descriptions



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Administrative Assistant- Middle/Continuation School	<b>Department:</b>	School Site
<b>Reports to:</b>	Site Administrator	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>		<b>Work year:</b>	12 Months
<b>Revision(s):</b>		<b>Salary Range</b>	CSEA 75 Range 27

### **DEFINITION:**

Under the direction of the Administrator(s) of a middle school or continuation high school, perform secretarial and clerical duties of a difficult and moderately complex nature; perform public relations and communication services.

The Administrative Assistant works closely with the Site Administrator to ensure all operations run efficiently in support of students, including staffing, facilities, maintenance, budget, internal and external communications, purchasing, and other areas as assigned.

### **QUALIFICATIONS:**

#### **Education:**

Any combination equivalent to graduation from high school, including or supplemented by Office related computer courses

AND

#### **Experience:**

Two years of increasingly responsible clerical or secretarial experience, preferable one year of which is in a school setting.

#### **Knowledge and Abilities:**

##### **Knowledge of:**

- Office practices and procedures, including business correspondence, record-keeping and organizational systems
- Operating of office equipment and software programs
- Receptionist and telephone techniques and letter and report writing
- Business English, including vocabulary, spelling, grammar, and punctuation
- Basic math
- Public relations techniques
- Oral and written communication as it relates to this position

##### **Ability to:**

- Perform clerical work with speed and accuracy without immediate supervision
- Learn, interpret, and apply school rules and regulations

- Make arithmetical calculations with speed and accuracy
- Prepare and maintain accurate records and reports
- Understand and carry out oral and written instructions
- Establish and maintain cooperative relationships with students, parents, staff, and others contacted in the course of work
- Demonstrate effective oral and written communication skills
- Meet Deadlines and work under pressure and interruptions

### **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. Act as administrative assistant to the principal by supporting all activities performed by the Administrator(s). These include; preparation of communications, making appointments and maintaining files, and providing information concerning school programs and procedures. Recommend improvements to office procedures and campus operations as appropriate.
2. Compose correspondence and memoranda with minimal direction, including confidential and time-sensitive materials.
3. Create from rough draft, copy, notes or oral direction a variety of materials, including letters, employment authorizations, reports, bulletins, curriculum materials, pay related forms, phone lists, purchase orders, requisitions, work requests, student and faculty referral letters, memos, meeting agendas, and minutes from staff meetings.
4. Prepare and maintain classroom phone lists, student rosters, and other student information for staff distribution.
5. Receive inquiries in person, via computer and on the phone, answering questions regarding school matters, arranging appointments with the principal, and transferring caller to proper person.
6. Screen and prioritize inquiries and manage the Principal's calendar.
7. Prepare and duplicate school forms, handbooks and newsletters, including annual staff handbooks and site-wide communications.
8. Sort and distribute school mail; screen and prioritize Administrator's mail by directing attention to those items requiring personal attention and attending to the other items; prepare newsletters for bulk mailings.
9. Assist in scheduling the use of school facilities and coordinating special site activities.
10. Prepare purchase orders, requisitions for site, including receiving, distributing and inventorying all items. Approve purchase orders as necessary.
11. Process reimbursements, pre- and post-trip documentation, monitor and replenish site supplies, and prepare textbook orders as requested.
12. Maintain records of expenditures for all school departments and assists in development and monitoring of the school budget.
13. Communicate with district budget staff regarding balances and budget-related inquiries.
14. Train, supervise, and provide input for grading of student assistants when assigned.
15. Coordinate school personnel matters including preparing and maintaining attendance records and reconciliation/verification of the Attendance System and any Timecards.
16. Process payroll-related documents such as time cards, employment authorizations, extra duty stipends, and release time requests.
17. Under the direction of the Administrator, prioritize office work as needed, to ensure that deadlines are met. Acts as back up for other office positions as necessary. **Independently process administrative matters that do not require immediate supervisory attention. and act on behalf of the Principal during absences as appropriate.**
18. Prepare and maintain reports, records, files and logs of confidential matters (.i.e. accident reports, employee documentation and CPS reports). Provides inventory of keys, assigned

security codes, radios and technology equipment. Maintain bell schedules and communicate changes with the District Technology Department.

19. Orient, review and explain school procedures with all new hires and volunteers. This includes: issuing keys, security codes, telephone information and mailboxes. Coordinate and co-facilitate new hire orientation and training with the administrative team.
20. Monitors District Substitute System frequently for unfilled absences. Coordinates and ensures coverage by internal staff in the event of an unfilled absence of a staff member. Receives substitutes upon arrival and assigns keys, reviews general rules of the site and school procedures. Assess daily classroom coverage needs and manage substitute shortages.
21. Prepare recruitment documents and materials for site interviews, assist with hiring paperwork for successful candidates, coordinate and schedule certificated and classified staff interviews, prepare interview questions and Confidentiality Statements, and participate on interview panels as assigned.
22. Acts as a main contact and liaison for the site for the staff, parents, district employees and all other visitors. Coordinates maintenance requests for site.
23. May serve on site related committees such as WASC, Site Council or others.
24. Perform related duties as assigned.

**MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management’s right to assign or reassign duties and responsibilities for this job.*

1. Perform other related duties within the scope of the job description.

**WORK ENVIRONMENT:**

*Performance of the essential job functions involves typically working in an environment as described here below.*

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

*Performance of the essential job functions typically requires the physical demands as described here below.*

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
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Sitting					X
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

<b>LIFTING</b>	Never	Rare	Occas.	Freq.	Cont.
		<10%	to 33%	to 66%	> 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

<b>CARRYING</b>	Never	Rare	Occas.	Freq.	Cont.
		<10%	to 33%	to 66%	> 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

*This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.*



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Student Information System (SIS) Coordinator	<b>Department:</b>	Information & Evaluation
<b>Disaster Work Status</b>	Considered a Disaster Service Worker and/or Essential Worker during emergencies, crisis and/or pandemic		
<b>Reports to:</b>	Executive Director of Information & Evaluation	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>	Pending	<b>Work year:</b>	12 Months
<b>Revision(s):</b>		<b>Salary Range</b>	CSEA 75 Range 46 43

### Definition:

Under the direction of Executive Director of Information and Evaluation, the role of the Student Information Systems Coordinator is to:

- Analyze, manage, and support all departments in the use of all functions included in the District’s primary Student Information Systems (SIS), currently Aeries;
- Guide, support and train the all users in the use of the SIS;
- Research, identify, analyze, and fulfill the requirements of all internal and external users;
- Aid in the use of ancillary SISs (e.g., special education student information system, data system) in relation to the primary SIS;
- Support all users for troubleshooting data-related issues in the primary SIS;

The Student Information Systems Coordinator analyzes, manages, supports, trains, and troubleshoots the operation requirements for the District’s Student Information Systems (SIS). This position is responsible for setting up, testing, analyzing, and maintaining the operation of the Student Information System in support of the achievement of the goals of Santa Rosa City Schools under the direction of the Executive Director of Information and Evaluation.

### QUALIFICATIONS:

#### Education:

- AA or higher degree  
or
- Five or more years of school site and/or district office SIS experience

#### Experience:

- Five (5) or more years of extensive experience in managing student data systems at the district level:
  - Working with student Information systems such as Aeries, providing application and support services;
  - Acting as a resource for problem identification and resolution concerning data issues.
  - Demonstrated ability to learn new software.
  - Demonstrated ability to work in a team-oriented, collaborative environment.
- Three (3) or more years of:
  - Working independently and coordinating multiple projects simultaneously;
  - Knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting, is preferred.

#### License and/or other qualifications:

- Valid California Driver’s License preferred; alternative transportation acceptable.

## **Knowledge and Abilities:**

### **Knowledge of:**

- Student Information systems (SIS), such as Aeries or other like software programs
- Applicable data privacy practices and laws
- Very strong written, oral, and interpersonal communication skills
- Google Docs/ Microsoft Word (Three or more years of experience), or other like software

### **Ability to:**

- Conduct research into software-related issues and products
- Work both independently and in a team-oriented, collaborative environment
- Communicate effectively with non-technical staff and with members of interdisciplinary teams while exercising excellence in customer service
- Be flexible and adaptable regarding learning and understanding new software and technologies
- Be self-motivated and directed
- Work with keen attention to detail
- Analyze and problem-solve
- Effectively prioritize multiple requests and execute tasks in a high-pressure environment

## **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. Coordinates all operational functions of the SIS to ensure proper daily operation, including but not limited to grades, report cards, master scheduling, summer school, and rollover.
2. Sets up and maintains access to the SIS through management of user and group rights, parent/student portal, and online registration.
3. Assists with the management, design, and implementation of existing and new services and projects related to SIS operation and student data
4. Coordination of school-level staff in data management functions, including but not limited to daily attendance, grade submission, student health data, roll over, and data quality issues.
5. Manages SIS data as it relates to supplementary functions, including but not limited to course history institutions, work permits, independent study, and supplemental attendance.
6. Collaborates effectively within the department, with school office staff, and vendor staff to exchange information, and explain policies and procedures in a friendly and professional manner.
7. Design, manage, and implement data integrity and quality procedures as they relate within and across Student Information Systems.
8. Coordinates and provides SIS training, direction, and support to district, school, program, and administrative staff.
9. Coordinate response to problem reports and requests for information regarding usage of SIS.
10. Develop and maintain a complete understanding between the user interface and the database tables and fields in the background.
11. Collaborate with programming staff with all questions of functionality and interpretation of the meaning of data elements.
12. Collaborate with the Information and Evaluation team to ensure compliance across the SIS to CALPADS reporting requirements.
13. Perform post-resolution follow-ups with users. Evaluate the resolutions and analyze trends for help in preventing future problems.

**MARGINAL JOB FUNCTIONS:**

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.

1. Additional duties as assigned related to this job description and during emergency, crisis, and/or pandemic situations.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drive vehicle to multiple sites
Working around equipment and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stairs, ramps
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
<b>LIFTING</b>					
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
<b>CARRYING</b>					
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				

Reaching- At/Below Shoulder			X		
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100+ lbs

X				
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**NOTE:**

*This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.*

**Title:** ~~Student Information System Coordinator~~

**Department:** ~~Information Technology~~

**Bargaining Unit:** ~~CSEA 75~~

**Reports to:** ~~Chief Technology Officer~~

**Salary Grade:** ~~Range 43~~

**FSLA Classification:** ~~Non-Exempt~~

**Work Year:** ~~12 Month~~

**Board Approval Date:** ~~October 28, 2009~~

**Primary Function:**

The ~~SIS Coordinator~~ serves as the main contact point for all questions related to the ~~Student Information System~~. This position is responsible for setting up, testing, analyzing, and maintaining the ~~Student Information System~~ application in support of the achievement of the goals of Santa Rosa City Schools under the direction of the Chief Technology Officer. This includes, but is not limited to yearly roll-overs, setup of schools, courses, students, etc., extensive data mining with queries and other tools as well as assistance with the design and delivery of reports. The ~~SIS Coordinator~~ will also research, design, document, and modify existing setups and report specifications throughout the production life cycle. S/he will also serve as the main liaison between Santa Rosa City Schools and the provider of the ~~Student Information System~~ for all trouble tickets. S/he will assist all other department members as well as the users with all questions concerning the ~~Student Information System~~.

**Essential Job Functions include, but are not limited to the following:**

- ~~1. Analyze and assess existing business systems and procedures and translate them into Student Information System setups and procedures.~~
- ~~2. Assist in the definition, development, and documentation of business requirements, objectives, deliverables, and specifications on a project by project basis in collaboration with internal users and departments.~~
- ~~3. Research, identify, analyze, and fulfill requirements of all internal and external users.~~
- ~~4. Performs all operations necessary to maintain and/or improve and increase the functionality of the Student Information System, including but not limited to the setup of school sites, courses, calendars, copying and re-entering yearly setup information, yearly roll-overs, etc.~~
- ~~5. Perform Interim Progress Report and Report Card print runs.~~
- ~~6. Field incoming help requests from end users via telephone and e-mail. Appropriately document all information from incoming requests. Functions as primary contact person for the incoming end-user problems.~~
- ~~7. Prioritize incoming problems and schedule solutions accordingly. Escalate issues (as needed) to the appropriate person.~~
- ~~8. Apply diagnostic utilities to aid in troubleshooting. Test any fixes to ensure problem has been resolved.~~
- ~~9. Build rapport with the user community to understand their problems, develop procedures and structures to solve the problems and instruct users how to use these to find the solution.~~

10. Maintain an excellent working relation with the different support teams of the Student Information System vendor.
11. Develop and maintain a complete understanding between the user interface and the database tables and fields in the background.
12. Assist the programming staff with all questions of functionality and interpretation of the meaning of data elements.
13. Perform post-resolution follow-ups with users. Evaluate the resolutions and analyze trends for help in preventing future problems.
14. Develop help sheets and FAQ's for end users.
15. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Three to five years of equivalent work experience or, college degree or diploma in the field of computer science.
- Prior experience interviewing end users for insight on functionality, interface, problems, and/or usability issues.
- Hands-on experience developing test cases and test plans.
- Knowledge of applicable data privacy practices and laws.
- Ability to conduct research into software-related issues and products.
- Experience working both independently and in a team-oriented, collaborative environment.
- Strong knowledge in Transact-SQL

**Licenses:** Not Applicable

### **Abilities**

- Able to communicate effectively with non-technical staff and with members of interdisciplinary teams, while exercising excellence in customer service.
- Flexible and adaptable in regards to learning and understanding new technologies.
- Very strong written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize multiple requests and execute tasks in a high-pressure environment.

### **Working Conditions**

- Office environment.
- Overtime hours may be required to meet project deadlines.
- Some local travel may be required for the purpose of off-site visits with users communities.

### **Physical Abilities**

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift computer drives, monitors, and other peripherals.



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	<del>Senior Secretary State &amp; Federal Programs Program Account Technician III</del>	<b>Department:</b>	Educational Services
<b>Reports to:</b>	District Administrator <del>overseeing State &amp; Federal Programs</del>	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>		<b>Work year:</b>	12 Months
<b>Revision(s):</b>		<b>Salary Range</b>	CSEA 75 Range <del>25</del> 28

### DEFINITION:

Under the direction of the ~~State & Federal District Administrator at the District Office~~, District Administrator ~~overseeing State & Federal Programs~~, performs secretarial and administrative assistant duties; performs a wide variety of difficult and responsible clerical work.

### QUALIFICATIONS:

#### Education:

Any combination equivalent to a high school diploma, plus some secretarial course following graduation

#### Experience:

Any combination of education, training, and/or experience equivalent to a high school diploma, including or supplemented by courses in office procedures, and four or more years in an office environment, preferably one year of which is in a school setting. ~~Some focus areas may require previous experience in a specialized area.~~

Experience working with budgets and categorical programs preferred.

#### License and/or other qualifications:

None

#### Knowledge and Abilities:

##### **Knowledge of:**

- School District policy, rules, and regulations
- Operations, procedures, specific rules, and precedents of the particular department to which assigned
- Office methods, modern office equipment, and procedures
- English usage, spelling, vocabulary, grammar, punctuation, and basic arithmetic skills
- ~~Operate v~~Various computer and software programs, including but not limited to Microsoft Office, Escape Accounting, MSIS (Migrant Education), CalPads, Aeries Student Information System, Google Workspace, CPARIS, CAS, FPM, and SPSA, PARs (Time & Effort).

##### **Ability to:**

- Learn, interpret, and apply school District rules, laws, and policies with good judgment while independently carrying out a variety of secretarial and technical procedures

- Compose correspondence independently
- Exercise good judgment when working independently and know when to escalate issues to a supervisor.
- Interacts with a wide variety of personalities and situations with tact, friendliness, and good judgment.
- Analyze situations accurately and adopt an effective course of action
- Prepare and maintain financial and statistical records and reports
- Make arithmetic calculations quickly and accurately

### **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. Perform a variety of administrative tasks independently and escalate issues to the supervisor as appropriate.
2. Assist with purchases, travel arrangements, meetings, reports, and requests from educators, parents, community members, and district personnel.
3. Create, edit, and format documents including minutes, memoranda, presentations, letters, vendor contracts, and reports for committees, task forces, the Board of Education, and administrators.
4. Collect, compile, and organize information for reports, meetings, and special projects; submit materials to the supervisor for review and approval.
5. Manage calendars, schedule appointments, and maintain conference and training room bookings for the supervisor and department.
6. Serve as an information resource regarding departmental operations, bulletins, policies, and procedures.
7. Act as a resource for department and school site secretaries; provide guidance and support as needed.
8. Compose correspondence and memoranda with minimal direction; handle incoming calls and route them appropriately.
9. Develop, track, and maintain files of correspondence, records, logs, budgets, and other legal or administrative documents.
10. Monitor office supplies and prepare purchase orders, trip requests, and reimbursement claims as needed.
11. Take minutes at meetings when required.
12. Assist in the orientation and training of new department secretaries as it pertains to all Title funding.
13. Oversee clerical tasks within the division and provide coverage for department secretaries as necessary.
14. Maintain budget accounts and assist in budget preparation for the division under the supervisor's direction.
15. Maintain contacts with other district departments.
16. Compile and maintain lists of topics for board, cabinet, and other meetings.
17. Communicate professionally and promptly with school sites, department personnel, and the community on behalf of the division.
18. Attend monthly CDE's State & Federal Program meetings in person or virtually.
19. Attend State & Federal yearly training and All Titles meetings as per SFP Administrator approval.
20. Keep up to date with CDE's requirements and allowability of Title I, II, III, IV, Migrant Ed and Indian Ed.
21. Support the training of PARs (Time & Effort) for any staff salary through Title Funding.
22. Keep track of any PARs (Time & Effort) for FPM and any other fiscal audits.
23. Keep up to date with Position Control in Escape for PARs (Time & Effort) of Title Funded Staff - federally funded.

### **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign*

duties and responsibilities for this job.

1. Perform other related duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Office equipment, IT equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting	X				
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
	1-10 lbs			X	
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
	1-10 lbs			X	
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

*This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.*



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	<u>CNS</u> Warehouse Keeper/ Driver	<b>Department:</b>	Child Nutritional Services
<b>Reports to:</b>	Director of Child Nutritional Services	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>		<b>Work year:</b>	12 Months
<b>Revision(s):</b>		<b>Salary Range</b>	CSEA 75 Range 24

### DEFINITION:

Under general supervision, to perform manual and clerical duties involved in receiving, storing, filling requisitions, and preparing for delivery of supplies, materials and equipment; drive a box truck or walk-in van; pick up and/or deliver District goods, supplies, equipment and/or furniture. ~~Will be asked to diagnose, repairing, and/or consultation service~~ **consult on maintenance and operations of food equipment lines.**

### QUALIFICATIONS:

#### Education:

High School equivalent

#### Experience:

One year of experience in stock or delivery work preferred

**Basic knowledge of food processing equipment ~~repair and~~ maintenance**

#### License and/or other qualifications:

Forklift certification preferred

Possession of the appropriate, valid California Driver's License

Acquire a manager level food safety certification within three months of employment

#### Knowledge and Abilities:

##### **Knowledge of:**

- Methods and practices of storing, handling wrapping and shipping supplies and foodstuffs
- Safety practices
- Basic office equipment and various software programs/computers
- California Motor Vehicle Code

##### **Ability to:**

- Maintain food safety records
- Perform manual work of lifting and moving heavy objects
- Operate a forklift, pallet jack (electric/non-electric), and drive a truck with a liftgate, and other district vehicles

- Keep accurate organizational/inventory records
- Understand and carry out oral and written instructions
- Work effectively and efficiently without close supervision
- Establish and maintain cooperative relationships with those contacted in the course of work
- Read, write, understand and communicate effectively
- Demonstrate food safety storage best practices
- Work in freezing conditions for long periods of time

### **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. Packs, loads, and prepares for delivery supplies, books, foods, equipment, and furniture according to a prescribed schedule.
2. Makes deliveries to or picks up from various locations using District vehicles.
3. Receives supplies and equipment and checks receipts with purchase orders to ensure that correct quantity and quality of items have been supplied.
4. Shelves, rotates or places stock received in proper storage areas.
5. Assists in periodic physical inventory of stock on hand and in maintaining perpetual inventories.
6. Operates and services delivery vehicles and forklift.
7. Maintains a clean and safe work environment.
8. May move and relocate furniture and equipment.
9. Refuels delivery vehicles as needed.
10. Assist in implementing preventive maintenance tasks and schedules to ensure equipment reliability and longevity.
11. Maintain a strong commitment to safety by following all safety guidelines and protocols, participating in safety training programs and reporting safety concerns.
12. Participates in pest prevention best practices such as keeping doors closed, identifying entry points and reporting observations and concerns to a supervisor.
13. Be prepared to assist with emergency repair requests, working with the Central Kitchen team to minimize production downtime. Out of class language will apply in accordance with Article 14.9.
14. Identify and assist in diagnosing equipment malfunctions and mechanical issues under the guidance of the Food Service Manager. Assist in referrals for non-routine maintenance.
15. Responsible for maintaining food safety standards.
16. Work in a freezer for long periods of time.

### **MARGINAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. May perform other duties related to this job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Box truck, van
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pallet jack, fork lift, office equipment, food equipment machines
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ramps, parking lots
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, warehouse, freezer
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust, diesel, gasoline, disinfectants
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladders
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warehouse cleaning

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking				X	
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder				X	

LIFTING	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
	1-10 lbs			X	
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
	1-10 lbs			X	
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

*This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.*



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	District Data Specialist I	<b>Department:</b>	Information & Evaluation
<b>Reports to:</b>	Executive Director of Information & Evaluation	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>		<b>Work year:</b>	12 Months
<b>Revision(s):</b>		<b>Salary Range</b>	CSEA 75 Range <del>31</del> 33

### DEFINITION:

Under the direction of the Executive Director of Information & Evaluation, the role of the District Data Specialist I is to:

- Facilitate the District's State and local testing and associated software programs and databases;
- Serves as the main point of contact between school testing coordinators, school administrators, and the central administration on matters related to assessments;
- Audits, certifies, and manages student and staff testing information in various electronic systems; consults with and provides technical assistance to schools and central office administrators regarding all State and local testing;
- Support the Executive Director of Information & Evaluation or their designee in testing related CALPADS and State and Federal reporting to ensure compliance;
- Work on special projects and other duties [as related to the job description as assigned](#).

### QUALIFICATIONS:

#### Education:

- High school diploma or equivalent
- AA or higher degree preferred, or equivalent work experience

#### Experience:

- Two (2) or more years of:
  - Working with student information systems (SIS), such as Aeries and/or State or Federal testing systems such as Test Operations Management System (TOMS) databases
  - Responsibility supporting a specific-purpose application (such as TOMS, CALPADS, Aeries, SEIS) in a school district;
  - Working independently and coordinating multiple projects simultaneously;
  - Knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting.
- Demonstrated ability to learn new software.
- Demonstrated ability to work in a team-oriented, collaborative environment.

#### License and/or other qualifications:

- Valid California Driver's License preferred; alternative transportation acceptable

## **Knowledge and Abilities:**

### **Knowledge of:**

- Google Docs / Microsoft Word (Two or more years experience) or other similar software.
- Google Spreadsheets / Microsoft Excel (Two or more years experience) or other similar software.
- Student information systems, such as Aeries (Two or more years experience) or other similar software.
- Various tests required of public-school students by the State
- Technical variables associated with testing

### **Ability to:**

- Prepare sites for statewide testing programs
- Train and support administrative staff and Site Test Coordinators
- Exercise independent judgment and take action on it
- Effectively prioritize and execute tasks while under a specific timeline
- Maintain complete and accurate records
- Communicate ideas effectively, both orally and in writing
- Research all documentation to stay current on all developments in the area of standardized testing
- Conduct research into database issues, standards, and products, as required
- Establish and maintain effective working relationships with various departments and school sites
- Present ideas in user-friendly language
- Apply proven analytical and problem-solving abilities

## **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. Represent the district as the facilitator for State-mandated testing including attending relevant trainings and webinars, consulting with other districts, and researching relevant California Department of Education websites.
2. Attends professional development and training opportunities related to state-mandated testing.
3. Provide technical assistance to school and district administrators regarding State-mandated testing requirements and reports, and coordinates the delivery, collection, tracking, and shipping of State-mandated test materials.
4. Provide training and technical assistance to SRCS and Non-Public School staff regarding State-mandated testing procedures and protocols.
5. Creates and maintains the testing schedule for Summative ELPAC for all sites.
6. Manages Guest Examiners' administration of the one-on-one ELPAC domain at all sites.
7. Collaboration with the IT Department regarding devices to support State-mandated testing is available to test examiners at all sites.
8. Works in partnership with [Educational Services](#) regarding the administration of the English Language Proficiency Assessment of California (ELPAC) State-mandated tests.
9. Partners and collaborates with the Special Education staff on the administration of California Alternate Assessments.
10. Imports accommodations/designated supports, and domain exemptions into the testing system for Special Education.

11. Enters test assignments in the testing system for the California Science Test (CAST) and students who qualify for alternate assessments per their Individual Education Plan (IEP).
12. Monitors the successful completion of all annual state-required assessment training.
13. Works with the test administrators and test examiners to ensure student information, accommodations, and test settings are correct.
14. Imports student score data files for completed state-required assessments and College Board exams into the Student Information System.
15. Collaborates with third-party testing vendors.
16. Attends state site audits in support of school administrators.
17. Maintain testing roles/user accounts in State-mandated testing systems.
18. Ensures adherence to all security policies for test administrators, test examiners, and site test coordinators.
19. Works with site coordinators to report any test impropriety, irregularity, or breach of testing to Educational Testing Services (ETS).
20. Coordinates the organization, printing, distribution, and data input of District assessments, including benchmark and other District-selected and District-created local assessments.
21. Monitors, maintains, and updates the Testing webpage on the District website.
22. Collaborates with the District Data Compliance Analyst to provide current, relevant knowledge of State-mandated testing reporting requirements; review and revise relevant District policies and procedures to ensure District compliance with State, Federal, and other requirements.
23. Monitor relevant District and vendor information systems for changing and emerging data requirements as they relate to State-mandated testing.
24. Support CALPADS reporting as determined by the District Data Compliance Analyst.
25. Collaborate with department staff to support and maintain the SIS, CALPADS, and other systems involved with State and Federal reporting.
26. Prepares or revises complex documentation in non-technical terms for users.
27. Provides leadership in the development, implementation and revision of all assessment guidance documents.
28. Remains current with research in educational testing and applicable laws.
29. Collaborates regularly with the Executive Director of Information and Evaluation and with District administration regarding State testing timelines and requirements.
30. Collaborates effectively within the department and with school office staff to exchange information, and explain policy and procedures in a friendly and professional manner.
31. Become proficient in new software and be able to share that knowledge with others.

#### **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.*

1. May perform other duties related to this job description.
2. Occasional overtime and weekend work as required.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drive vehicle to multiple sites
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard office machines
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stairs, ramps
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
<b>LIFTING</b>					
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
<b>CARRYING</b>					
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.

*Formerly known as: District Assessment Data Specialist*



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Human Resources Technician – Recruiting Technician	<b>Department:</b>	Human Resources
<b>Reports to:</b>	Directors of Human Resources	<b>FLSA Classification:</b>	Non-exempt
<b>Board Approval:</b>		<b>Work year:</b>	12 months
<b>Revision(s):</b>		<b>Salary Range</b>	CSEA 75 Range <del>29</del> 33

### **DEFINITION:**

Under the direction of a Director of Human Resources, performs all duties involved in the recruitment and selection process of certificated and classified personnel for the district. Oversees all activities related to hiring and clearing school coaches

### **QUALIFICATIONS:**

#### **Education:**

Any combination equivalent to high school education.

#### **Experience:**

Three years of increasingly responsible related experience, including at least one year in a position in a fast paced environment that involves some facet of recruitment

#### **License and/or other qualifications:**

None

#### **Knowledge and Abilities:**

##### **Knowledge of:**

- School district policy, rules and regulations
- Operations, procedures, specific rules and precedents of the Human Resources department
- State requirements for athletic coaches
- Current software programs used in Human Resources and recruitment
- District and State policies and procedures on hiring of classified and certificated personnel
- Office methods, equipment and procedures
- English usage, spelling vocabulary, grammar, punctuation, and arithmetic

##### **Ability to:**

- Learn, interpret, and apply school district rules, laws, and policies with good judgment while independently carrying out a variety of clerical and technical procedures
- Take responsibility and use good judgment in recognizing scope of authority
- Compose correspondence independently
- Performs responsible and difficult clerical work with accuracy, speed and a minimum of supervision
- Deal effectively with a wide variety of personalities and situations with tact, friendliness, judgment and poise
- Analyze situations accurately and adopt an effective course of action

- Prepare and maintain multiples types of records and reports

### **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Processes and screens applications and sends them to interviewers. Makes arrangements for testing as necessary; scores examinations and establishes employment lists for each classification.
2. Prepares and maintains reports within Human Resources systems related to vacancy lists, currently posted positions, filled positions, and pending positions.
3. Prepares and sends written notifications, including email correspondence, to applicants who were not selected for District positions.
4. Answers correspondence independently.
5. Develops records, documents, and statistical data associated with recruitment.
6. Develops and maintains files of correspondence, records and other documents.
7. Provides information and answers questions where judgment, knowledge and interpretation of district policies, procedures, rules and regulations are required.
8. Maintains recruitment files that are in progress and expedites their completion, exercises discretion in arranging appointments and in processing and answering written and electronic correspondence.
9. Distributes memos and reports and mails a variety of materials.
10. Compiles and maintains lists of topics for Board agenda and cabinet meetings. Assists, as required, in the compilation and development of recruitment budgets.
11. May order and issue office supplies and maintain inventory control for recruiting.
12. Works closely with all members of the Human Resources Department.
13. Keeps current on all hiring practices, Board policies, education codes, and required state and federal labor law postings. Notifies Site Admins and Directors with updated labor law signage.
14. Acts as the overall administrator of the Athletic Information System.
15. Sends offers, onboards, fingerprints, and clears coaches; ensures compliance with all clearances for athletic coaches. Facilitates the stipend payments for all coaches.
16. Plans, designs, and implements in-house job fairs. Assists with and attends job fairs for recruitment purposes. Outside job fairs will require travel to other locations.
17. Create and maintain informed K12 forms.
18. Create and develop new postings for Edjoin and other recruitment sites. This includes all recruiting, media and social media platforms.
19. Maintain and update existing postings to ensure job information such as salary, work hours and job description is current. Periodically refresh postings to prevent expiration, and follow up with administrators to confirm postings remain active. ~~and determine if the position is still needed and should be rolled over to the new school year.~~
20. Maintains and updates District website with regards to recruiting and coaching.
21. Verify all necessary hiring documents attached to complete the successful candidate form.
22. Verify applicants are screened prior to forwarding to the hiring Administrators.
23. Acts as a point of contact for the public entering the Administration building.
24. Serves on the implementation team with new Human Resources software related to recruiting.
25. Processes and validates requests to recruit.
26. Additional other duties as assigned related to emergency, crisis and/or pandemic.

**MARGINAL JOB FUNCTIONS:**

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management’s right to assign or reassign duties and responsibilities for this job.

1. Perform other duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	May require occasional travel to district sites
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking lot, sidewalk, school sites
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting			X		
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
<b>LIFTING</b>					
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
<b>CARRYING</b>					
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				

Reaching- At/Below Shoulder			X		
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100+ lbs	X				
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**NOTE:** *This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.*



## Santa Rosa City Schools

### Classification Description

<b>Job title:</b>	Human Resources Technician III	<b>Department:</b>	Human Resources
<b>Disaster Work Status:</b>	Considered a Disaster Service Worker and/or Essential Worker during emergency, crisis and/or pandemic		
<b>Reports to:</b>	Director of Human Resources	<b>FLSA Classification:</b>	Non-exempt
<b>Board Approval:</b>		<b>Work year:</b>	12 month
<b>Revision(s):</b>		<b>Salary Range</b>	33

#### **DEFINITION:**

Under the direction of the Director of Human Resources, perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; perform screening and processing for district applicants and new hires; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of files, records and reports; involved with orientation and salary placement of certificated and classified personnel for the District; incumbents are assigned both certificated and classified employees with respect to the qualifications of candidates for District positions.

#### **QUALIFICATIONS:**

##### **Education:**

Any combination equivalent to: graduation from high school supplemented by college level course work in human resources or related field. (Experience may be accepted in lieu of college level course work)

##### **Experience:**

Three years increasing/responsible administrative experience in human resources or school district employment.

##### **License and/or other qualifications:**

None

##### **Knowledge and Abilities:**

##### **Knowledge of:**

- Teacher credential requirements
- District and State policies and procedures on hiring of classified and certificated personnel
- Certificated and classified pay plans of the District
- Negotiated contracts for certificated and classified personnel
- Office procedures and equipment
- Payroll concepts and principles
- English usage, vocabulary, spelling and punctuation
- Basic principles of employee relations and personnel management

- Transcripts and course numbering systems utilized by colleges and universities
- Insurance plans and workers' compensation policies

**Ability to:**

- Establish and maintain cooperative relationships with others contacted in the course of work
- Interpret and apply rules and regulations pertaining to credentials
- Assist classified and certificated staff with a variety of problems relating to salaries and fringe benefits
- Speak and write effectively
- Perform assigned duties with tact and politeness
- Analyze situations accurately and adopt an effective course of action
- Prepare correspondence and reports
- Operate office equipment
- Type at a reasonable rate of speed
- Work with union contracts and non-represented groups and translate the provisions of these contracts into action
- Make independent judgment with respect to the provisions of union contracts
- Maintain confidentiality in the course of work

**ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Process new employee on-boarding/orientation making sure all clearances are received. Assure all employment forms are properly completed and that payroll forms or change of status forms are sent to the payroll department and processed properly. Create confidential file and prepare employment contracts. Onboards employees including fingerprinting, arranging for TB clearances, etc. (This may include employees from other countries).
2. Acts as a resource for employees on District policies, practices, ~~decisions~~, salaries, benefits, and contracts.
3. Serves as a back up for the Position Control and Reporting Technician
4. Establishes a personnel file for each new hire.
5. Reviews and audits seniority lists for classified and certificated employees.
6. Maintains ~~and~~, updates **and audits** certificated classification status, including temporary and probationary (0,1,2), ensuring information is correct for Human Resources and the Board of Education.
7. Audits and monitors employee credentials, professional and state licenses, and national certifications.
8. Assists with annual District certificated compliance monitoring using CALSAAS.
9. Responsible for annual OSHA reporting.
10. Acts as a resource for District Induction Program, attends meetings, maintains mentor lists and processes stipends.
11. Prepares Human Resources items for Board action as necessary; processes all necessary paperwork in support of Board actions.
12. May process supplemental and regular payrolls and payroll deductions.
13. Process and maintain CALPERS retirement and benefits forms.
14. Serves as HR liaison for summer school programs Administration for onboarding summer assignments.
15. ~~May m~~ **Manages** the district's Workers' Compensation program including making arrangements for

ergonomic evaluations. Provides information and assistance to Administration. Prepares and maintains Workers' Compensation records. Reviews reports, ~~conducts/participates in Interactive Process meetings,~~ and monitors the Return-to-Work Program.

16. Attends, participates, and facilitates multiple types of employee related meetings.
17. Participates in various projects related to improvement of Human Resources information and records (Employee Portal, Compliance Training System, Informed K12, Human Resources Management System).
18. Review, process, and track employee paid and unpaid leave. Ensure FMLA/CFRA eligibility and monitor return from leave.
19. Inform all necessary departments of changes in staffing or payroll. Implement new salary schedules and determine appropriate placement.
20. Prepare scheduled certificated and classified evaluation reports.
21. Implement status changes from a Director of Human Resources and adjust benefits, if necessary.
22. Maintain temporary, probationary, and permanent employee status reports.
23. Track professional growth units and analyze transcripts. Adjust salary and/or stipends if appropriate.
24. Responsible for the implementation and continued administration of new online Human Resources software programs.
25. Composes confidential correspondence, forms and reports for employees.
26. Initiate monthly reports to ensure employee compliance.
27. Provides training and guidance to less experience department staff.
28. Operates computer to enter and update Human Resources information.
29. **Completes I9 verification for new employees in accordance with state and federal law**
30. Collaborates with the Business Services Department to manage the District's Employee Fringe Benefit Program.
31. **Establishes and coordinates open enrollment periods for classified, certificated, supervisory, confidential, and management employees. Regularly updates benefit rates in the personnel management system and on the District website.**
32. **Coordinates and hosts open enrollment fairs at the District Office.**
33. Operates a variety of office machines including the typewriter, adding machine, calculator, and computer terminal.
34. Additional other duties as assigned related to emergency, crisis and/or pandemic.

**MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Perform other related duties within the scope of the job description.

**WORK ENVIRONMENT:**

*Performance of the essential job functions involves typically working in an environment as described here below.*

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving to District locations
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, finger printing machine
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking lots
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitizer, toner
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(Possible for during crisis or pandemic)
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Power Grasping (ND)			X	100+ lbs								
			Occas. to 33%	Freq. to 66%	Cont. > 66%			Never	Rare X <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%			
			Fine Manipulation (D)												
Sitting			Fine Manipulation (ND)							X					
Walking			Pushing & Pulling (D)				X								
Standing			Pushing & Pulling (ND)				X			X					
Bending (Neck)			Reaching- Above Shoulder				X		X						
Bending (Waist)		X	Reaching- At/Below Shoulder					X							
Twisting (Neck)			X					X							
Twisting (Waist)		X	<b>NOTE:</b>												
Squatting		X													
Climbing	X														
Kneeling		X													
Crawling	X														
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
			LIFTING												
			1-10 lbs												
			D = Dominant Hand 11-25 lbs Non-Dominant 7-15 lbs												
			11-25 lbs 26-50 lbs 51-75 lbs 76-100 lbs 100+ lbs												
Simple Grasping (D)			X												
Simple Grasping (ND)			X												
Power Grasping (D)		X													

Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
		X		
	X			
X				
X				
X				

11-25 lbs 26-50 lbs 51-75 lbs 76-100 lbs

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.

<b>Job title:</b>	College and Career Technician	<b>Department:</b>	School Site
<b>Reports to:</b>	Site Administrator	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>	Pending	<b>Work year:</b>	School Year-10 month
<b>Revision(s):</b>		<b>Salary Range</b>	CSEA 75 Range 26

**Definition:**

Under the direction and supervision of an assigned school administrator, coordinates and performs a variety of organizational, technical, and guidance functions for support to a high school career planning and college information center. Interacts with students, parents and staff, providing them with resources, including books, catalogs, community contacts and computer-aided resources, i.e. websites. Schedules speakers, visits and events, promoting college admissions and career planning and development as well as other post-secondary options.

**DISTINGUISHING CHARACTERISTICS:**

Works independently with minimal supervision. Understands and works effectively with people of differing cultures.

**ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. Organizes, maintains and continually updates a career planning and college information center with data on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletters of interest and resources to students, parents and staff.
2. Schedules speakers, college representatives and recruiters. Maintains a master calendar of scheduled events, speakers and career fairs.
3. Provides information concerning scholarships and assistance in completing application forms. Develops and maintains current lists and bulletins concerning school and other financial aides available.
4. Prepares college and career flyers and newsletters to distribute to students, parents and staff. Prepares and speaks at informational presentations to classrooms, students groups, and parent organizations on academic compliance issues, college admissions, and post-secondary planning.
5. Composes and prepares a variety of documents including bulletins, reports, forms and lists. Prepares letters, memos and correspondence from written notes or oral instructions.
6. Attends meetings, conferences and seminars regarding career trends, college entrance and financial aid and standardized college admission testing.

7. Communicates with staff, administrators, schools, colleges, employers, outside agencies and the public to exchange information and resolve issues and concerns. **Communicates issues and concerns with Site Administration.**
8. Addresses special needs of underserved students by keeping up-to-date on programs and resources designed specifically for these students and ensuring that the students are aware of them.
9. Disseminates information about jobs and mentoring programs. ~~Initiates relationships between students and community merchants. Promotes teen hiring and mentor programs.~~
10. **Trains and provides work direction to volunteers and student assistants.**
11. ~~Performs other duties as assigned that support the overall objective of the position.~~ **May perform other related duties within the scope of the job description.**

## **QUALIFICATIONS:**

### **Knowledge of:**

- Computer programs, graph designs and database management.
- Record-keeping techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Sources of educational and career resources and informational materials.
- Public speaking techniques.

### **Ability to:**

- Work collaboratively with diverse individuals and groups in an educational setting  
Provide a supportive environment for students and parents.
- Assist students with utilizing Career Center resources.
- Meet schedules and timelines.
- Maintain records and files.
- Communicate effectively, both orally and in writing.
- Prepare and deliver oral presentations.
- Schedule and arrange for visits and presentations by college and career representatives.
- Assist students in establishing and pursuing goals, selecting and preparing for college, **and completing various requirements and applications.**
- Compose and distribute a variety of correspondence.
- Create reports.

### **Education and Experience:**

- Any combination equivalent to: a bachelor's ~~AA~~ degree in **counseling**, career education, social services or related field or **four (4)** years of experience in a school, employment, **counseling or guidance environment.**
- Demonstrated successful experience in creating and presenting reports using ~~Power Point and other~~ multi-media software.
- Two (2) years of experience using **spreadsheet and** database software.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver’s License

**WORKING CONDITIONS:**

Office/career center environment with constant interruptions. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Frequent lifting (10—50 lbs.). Moderate to high levels of stress. Reading, writing, and operating computer keyboard.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting					X
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing	X				
Kneeling		X			
Crawling	X				

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
<b>LIFTING</b>					
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				

Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	D = Dominant Hand ND = Non-Dominant hand			
Simple Grasping (D)			X	
Simple Grasping (ND)			X	
Power Grasping (D)		X		
Power Grasping (ND)		X		
Fine Manipulation (D)				X
Fine Manipulation (ND)				X
Pushing & Pulling (D)		X		
Pushing & Pulling (ND)		X		
Reaching- Above Shoulder		X		
Reaching- At/Below Shoulder			X	

100+ lbs	X				
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	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
<b>CARRYING</b>					
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

*This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.*



## Santa Rosa City Schools

### Classification Description

<b>Job title:</b>	CNS Buyer	<b>Department:</b>	Child Nutrition Services
<b>Reports to:</b>	Director of Child Nutrition Services	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>	May 13, 2026	<b>Work year:</b>	12 Months
<b>Revision(s):</b>		<b>Salary Range</b>	CSEA 75 Range 29

#### **DEFINITION:**

Under the direction of the Child Nutrition Services Director, obtain food, supplies, equipment, and services in accordance with established policies and procedures for the Child Nutrition Services Department; perform clerical work as assigned to prepare, advertise, and follow instructions for bid specifications, formal and informal quotations; communicate with vendors, manufacturers, distributors, contractors, and wholesalers.

#### **DISTINGUISHING CHARACTERISTICS:**

Works independently with minimal supervision. A major characteristic is the ability to multitask.

#### **QUALIFICATIONS:**

##### **Education:**

Graduation from high school and three (3) years of experience in volume purchasing of supplies and equipment, preference given for food service purchasing experience or purchasing in a school district or government agency.

##### **Experience:**

Three years of responsible experience in the maintenance of accounting, purchasing, or statistical data. Experience in warehouse operations, inventory management, or a related field, as well as relevant education, will be considered.

##### **License and/or other qualifications:**

Manager Level Food Safety Certification (Must obtain within 3 months of hire)

##### **Knowledge and Abilities:**

##### **Knowledge of:**

- Purchasing principles, procedures, and terminology
- Basic bid specification preparation
- Governmental purchasing practices
- Laws, rules, and regulations affecting the school district's purchasing operation
- Types of food, supplies, small equipment, and materials commonly used in food service operations

- Inventory control and warehousing methods
- Modern office practices, procedures, and equipment
- Personal computer software applications and online purchasing methods
- Methods, practices, and procedures of record management systems
- Methods of invoicing, including discounts and taxes
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Effective oral and written communication
- Interpersonal skills using tact, patience, and courtesy
- Accounting procedures

**Ability to:**

- Perform technical duties in the purchase of department supplies, materials, food, equipment, and services. Exercise sound judgment in the purchase of a variety of materials, supplies, and equipment
- Read, interpret, apply, and explain rules, regulations, policies and procedures
- Perform complex clerical work in the preparation and maintenance of purchasing records
- Prepare complete and concise specifications
- Understand and follow oral and written directions.
- Plan and organize work
- Prioritize work to meet schedules and strict timelines under stressful situations
- Work independently with little direction
- Perform mathematical calculations quickly and accurately
- Operate standard office equipment, including computers and related software
- Learn and understand computer programming and automated purchase order systems
- Compose clear, complete, and concise correspondence and reports independently
- Establish and maintain cooperative and effective working relationships with others
- Speak, read, and write English at a level required for satisfactory performance
- Maintain consistent, punctual, and regular attendance

**ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Oversees and compiles food and non-food orders for kitchens/department programs
2. Provides assistance to site staff for completing and submitting food and non-food orders
3. Reviews menus to calculate and project totals needed
4. Develops par levels for over 500 food and non-food items for department operations
5. Places orders with vendors for food, equipment, and supplies
6. Monitor vendor deliveries
7. Clarify shipping and payment details
8. Trace shipments and expedite delivery as needed
9. Develop vendor files and maintain records of transactions
10. Works with CNS warehouse personnel to monitor and maintain stock levels of warehouse, perishable, and freezer items and equipment
11. Conducts monthly CNS warehouse inventories
12. Tracks usage data, commodity usage, and inventory at the State Commodity Warehouse, Co-Operatives, and at commodity processors
13. Assists and advises the Director with the compilation of the yearly USDA commodity pre-planner
14. Assists the Director with preparing bid specifications, quotations, and Co-Op Submissions

15. Assembles detailed bid documents
16. Sets up bid openings with the Director
17. Creates spreadsheets
18. May send the award to bidders
19. Obtains current prices by catalog, bid process, telephone, letter, or quotation
20. Checks quotations and bids for accuracy and completeness
21. Processes purchase orders from bids and quotes
22. Checks purchase orders and invoices for accuracy and completeness, and processes them in a timely fashion
23. Maintains a log of purchase order balances
24. Communicates with suppliers and District personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries, and payments
25. Investigate complaints regarding damaged or substandard foods, supplies, equipment, and materials
26. Arranges for the return of item(s) and ensures proper crediting to the district account with the vendor
27. Maintains a list of equipment covered under maintenance contracts and warranties on food service equipment
28. May arrange service and repair of kitchen equipment
29. May submit work orders to the Maintenance Department
30. Develops a work order tracking system
31. Maintains and updates specifications and catalog files, giving priority to orders as directed
32. Prepares special and periodic reports regarding department purchasing activities

**MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. May perform other related duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts, and other equipment		<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>		Office equipment, Kitchen Equipment, and warehouse equipment
Walking on uneven ground	<input checked="" type="checkbox"/>		Outdoor surfaces, Outdoor Docks
Exposure to excessive noise	<input checked="" type="checkbox"/>		Kitchen and warehouse equipment noise
Exposure to extremes in temperature, humidity, and wetness	<input checked="" type="checkbox"/>		Kitchen and food warehouse spaces, including walk-in freezers and refrigerators.
Exposure to dust, gas, fumes, or chemicals		<input checked="" type="checkbox"/>	
Working at heights		<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement		<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment		<input checked="" type="checkbox"/>	
Working with biohazards	<input checked="" type="checkbox"/>		Bodily fluids in the event of an injury

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing			X		
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant Hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs		X			
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.











# CSEA 25-26 MOU #2 Job Descriptions (Reclass 2023-2026) BD 6-10-26

Final Audit Report

2026-06-03

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 Agreement completed.

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