

MEMORANDUM OF UNDERSTANDING #22
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Rebench Classifications
May 15, 2024

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2025.

The parties have met, negotiated, and agreed to the following:

1. Systems Administrator is an eight (8.0) hour, twelve (12) month classification currently placed on Range 30. There are currently two (2) incumbents in this classification.
 - a. Employee # 611696
 - b. Employee # 617343
2. Instructional Materials Technician is an eight (8) hour, twelve (12) month classification currently placed on Range 10. There is currently one (1) incumbent in this classification.
 - a. Employee # 612975

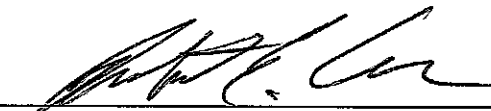
The District intends to rebench the above listed classifications and incumbents as follows:

1. Systems Administrator from Range 30 to Range 33 on the Classified Comprehensive Employee Salary Schedule due to changes in complexity of essential duties as noted in the job description (Attachment A).
2. Instructional Materials Technician from Range 10 to Range 13 on the Classified Comprehensive Employee Salary Schedule due to changes in complexity of essential duties as noted in the job description (Attachment B).

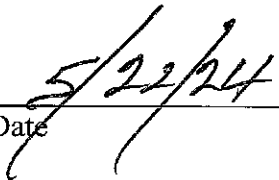
This is a one-time, non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this reclassification. This MOU shall be in effect July 1, 2024.

Cost estimates impact to the general funds are as follows:

- Systems Administrator - \$21,150
- Instructional Materials Technician - \$ 6,400



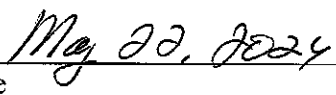
For CSEA, Chapter 528



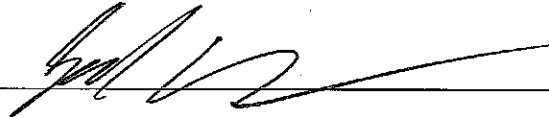
Date




For Folsom Cordova Unified School District



Date



CSEA Labor Relations Representative



Date

Board Approved: _____

CSEA Ratified: _____

NEW/UPDATED 11/01/2023 VERSION 1
SYSTEMS ADMINISTRATOR

DEFINITION:

Under the direction of the ~~Chief Technology Officer~~ Director of Information and Technology Services, Educational Technology & Information Systems, or designee, provides support for District systems including troubleshooting and resolving hardware, software, and connectivity problems, user access and component configuration. Maintains District systems including customization, configuration, installation, software and platform upgrades and testing. Provides implementation support for new systems including upgrades, customization, integration, and testing. Acts as knowledge expert for District systems and distributed applications.

~~Ensures continuous and efficient functioning of District host, network, and web-hosted servers, as part of the greater ETIS Network Team.~~

QUALIFICATIONS:

Experience:

- Three (3) years of increasingly responsible experience in technology systems design, maintenance, and support.
- Direct experience with technology systems used by the District.
- Industry certifications, vocational training or on-the-job experience may be substituted for ~~some~~ higher education.

Education:

- Completion of a Bachelor or Art/Sciences degree in a computer related discipline or equivalent experience and training; or successful completion of a computer operations course in a private or technical school, with strong emphasis on the above qualifications.

Licenses/Certifications:

- Possession of a valid California driver's license and insurance.
- This position requires the use of the employee's personal vehicle.

~~**DISTINGUISHING CHARACTERISTICS:**~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ~~Actively coordinates with team members and other groups to effectively perform general and routine requests such as permission changes, patch application and testing.~~
- ~~Follows and creates procedures and guidelines to install, patch, configure, customize, troubleshoot, upgrade, integrate and maintain systems and software.~~
- ~~Supports and collaborates with team members, software vendors, and other technical staff on project efforts to achieve implementation plans and timelines.~~
- ~~Collaborates with team members, software vendors, and other technical staff to develop, design, implement, and continuously improve systems.~~
- ~~Provides general and routine technical support to a broad range of installation, patching, configuration, and updates to District applications and systems.~~
- ~~Other duties as are reasonably related to the position.~~
- Supports Maintain and administers computer network and related district applications, including system software implementation, installation, configuration, and documentation development.
- Provides proactive monitoring, maintenance, and regular updates to district applications.
- Installs, upgrades, and maintains databases and application servers.
- Perform data ~~Manages and maintains~~ back-ups and disaster recovery processes and procedures.

- Diagnose, troubleshoot, and resolve hardware, software or other network and system problems, and use diagnostic tools and utilities to replace defective components when necessary. ~~resolve application problems;~~
- ~~Escalate and collaborate with vendors/issues to vendors, and works with~~ Escalate and collaborate with vendors to resolve application problems. ~~them toward resolution.~~
- Plan, coordinate, and implement network security measures to protect data, software, and hardware.
- Configure, monitor, and maintain email applications or virus protection software.
- Monitor network performance to determine whether adjustments are needed and where changes will be needed in the future.
- Gather data pertaining to customer needs, and use the information to identify, predict, interpret, and evaluate system and network requirements.
- Recommend changes to improve systems, network configurations, and determine hardware or software requirements related to such changes.
- Ensures system integration, identifies standards, and prioritizes project tasks and other activities to meet district needs.
- Confer with network users about solution to existing system problems.
- ~~Supports~~ Supports end users by providing training and technical support on district applications.
- Other duties as assigned, as are reasonably related to the position.

KNOWLEDGE:

- Knowledgeable in current and previous versions of Windows Server operating systems
- ~~Knowledge and experience in systems management softwares that manage large groups of computers and mobile devices, which provide remote control, patch management, software distribution, operating system deployment, network access protection and hardware and software inventory. Experience in, including but not limited to, SCCM, Google Chrome Management, AirWatch, and directory system services.~~
- ~~Familiar with enterprise e-mail systems, virtual server environments and a working knowledge of database design techniques and host computer logical and physical database structures and relationships.~~
- ~~Experience with Microsoft Active Directory, Azure, Office 365 Suite, SCCM/MECM, and Intune/Endpoint Manager.~~
- Knowledge and experience administering Google Workspace for Education in a K-12 enterprise environment.
- Experience in administration and configuration of enterprise mobility management (MS Intune/Google).
- Knowledge and experience in scripting languages, with the ability to write efficient and reliable scripts for automation.
- Experience developing and supporting data import/export processes, including SFTP integrations.
- Experience with application security best practices, including SSO integration and certificate management.

ABILITIES AND SKILLS:

- Ability to script and provide operating system/application troubleshooting and software development.
- Ability to work well with others and to demonstrate an excellent quality of work with little or no supervision required. ¶
- ~~Must be~~ Must be highly organized with excellent communication and documentation skills.
- Ability to train others.
- Ability to meet schedules and timelines.
- Physical ability sufficient ~~enough~~ to lift computer equipment (computers, monitors, printers).

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and

balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

UPDATED 05/14/2024 -AC
Instructional Materials Technician

REVIEW DATES
Cabinet Approved:
CSEA Approved
Board Approved

DEFINITION:

Under the supervision of the Assistant Superintendent of Education Services and their administrative designees, and in coordination with the District's Librarian, the Instructional Materials ~~Media~~ Technician coordinates the acquisition and maintenance of District textbooks, instructional and audio-visual materials, performing a variety of functions related to obtaining price quotations, ordering, ~~receiving~~, processing, cataloging, distributing, and maintaining a, ~~and~~ curriculum materials inventory.

EXPERIENCE:

- Two (2) years of increasingly responsible library experience or experience in office clerical work involving ~~accounting, financial or statistical records~~, ordering centralized material distribution, cataloging or library maintenance.
- Experience with library management system software (Destiny).
- Experience with word processing and spreadsheet software.

EDUCATION:

- Equivalent of high school diploma
- Coursework in library and media instruction is preferred.

CERTIFICATES OR LICENSES:

- Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

REQUIRED TESTING: Pre-employment physical evaluation and assessment to demonstrate minimum qualifications required for position.

ESSENTIAL FUNCTIONS:

- Perform various instructional material acquisition duties including sourcing, obtaining quotes, and utilizing assigned software to generate requisitions for textbooks and digital licenses, curriculum kits, consumables, and teacher materials.
- Provide cost data for new acquisitions based on projected enrollment, current inventory, publisher costs, distribution ratios or other factors.
- Create and maintain publisher and vendor contact lists; contact vendors to clarify prices and delivery dates; check shipments and verify orders.
- Check materials received for proper quantity and quality, document and shelve instructional materials, equipment, and supplies. Track purchase orders with vendors for prompt and timely delivery.
- Process newly acquired curriculum material and assure new materials are stamped and processed for distribution; enter titles, codes, quantities, and other pertinent information into automated inventory system.
- Perform a variety of tasks in connection with the administration, development, installation, implementation, procurement, or support of district information processing systems (e.g., Destiny).
- Make decisions regarding adjustment to quantities of adoption orders. Maintain accurate records of multi-year adoptions to ensure we receive all acquired materials from vendors.
- Respond to inquiries from staff and vendors and provide information regarding pending purchase orders, back orders, invoices, and the status of orders.

- With the support of Library Staff, ~~Clerks~~, coordinate the sharing textbooks and instructional materials throughout district. Receive and inventory curriculum and instructional materials from school sites. Prepare curriculum instructional materials to ship to assigned sites or individuals.
- Maintain warehouse inventory of curriculum materials and perform related duties including checking in/out and ensure the availability of curriculum materials.
- Schedule pickup for all sites of obsolete instructional materials.
- Conduct periodic physical inventory of instructional media, inspecting and repairing or disposing of damaged or outdated materials, ensure collections are maintained according to defined budgets, adoption guidelines, and in compliance with established licensing regulations.
- Maintain warehouse inventory of curriculum materials and perform related duties including checking in/out and to ensure the availability of curriculum materials.
- Prepare and maintain a variety of computerized and manual reports including collection summaries, budget reports, distribution records, renewal information, adoption records, and overdue lists; provide documentation and information to others.
- ~~Maintain Curriculum & Instruction materials in warehouse storage area.~~
- Receive and inventory curriculum and instructional materials from school sites.
- Prepare curriculum instructional materials to ship to assigned sites or individuals as needed.
- Duties may include moving and lifting boxes, unwrapping or wrapping and building pallets, when required in the receipt or distribution of curriculum and instructional materials from or to sites.
- Perform other related duties as assigned within the scope of this job classification.

KNOWLEDGE OF:

- Curriculum materials across various grade levels and subjects.
- General principles, techniques, and procedures of researching, comparing, and purchasing textbooks and instructional materials.
- Familiarity with District policies pertaining to instructional materials K-12.
- Operation of computer, purchasing software, Destiny Library Management System ~~library~~ and inventory software.
- Requires a basic knowledge of inventory control.
- Standard clerical procedures and modern office methods, procedures, and software systems.
- General accounting, methods used in financial and statistical record-keeping.
- ~~Basic methods, procedures and terminology used in accounting and budget work.~~
- ~~Basic math, including calculations using fractions, percentages, and/or ratios.~~
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- ~~Warehouse procedures, policies, and methods.~~
- Safe work practices for lifting, carrying, bending, climbing, and repetitive hand motions.

ABILITY TO:

- Design and manipulation of spreadsheets.
- Use library automation systems (Destiny).
- Perform a variety of complex duties related to the acquisition and circulation of textbooks and instructional materials.
- Maintain stock inventory and follow established rules for filing and control of materials.
- Prepare and distribute orders for textbooks and instructional materials.
- Serve as a liaison between school sites, departments, vendors, and publishers concerning instructional materials.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

- Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
- Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
- Be attentive to details and adapt to changing work priorities.
- Work with frequent interruptions.
- Work with detailed information/data.
- Analyze issues and create action plans.
- Gather, collate, and/or classify data.
- Operate a variety of job-related equipment including computers, calculators, copiers, warehouse, and related office machines, pallet jack and bar code machine.
- Effectively communicate orally and in writing, prepare reports, disseminate information, and document.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: Must possess the strength, stamina and mobility to perform moderate physical work which includes occasion lifting, carrying, and moving materials weighing up to 30 pounds and heavier weight with the use of proper equipment; pushing and/or pulling moderately heavy objects; occasional climbing and balancing; stooping, kneeling, crouching, reaching, handling, touching and/or feeling; hold and grasp objects with full range of motion in wrists and arms; manual dexterity to operate a telephone and enter data into a computer; manual dexterity to maintain rigorous work schedule involving ordering and managing instructional materials.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees in this position will be required to work indoors in a standard office and warehouse environment, in various outdoor locations, and come in direct contact with district staff and the public; will occasionally work in outside weather conditions.
- Employees in this position frequently work near moving mechanical parts and motorized equipment to load/unload or move materials.
- The noise level in the work environment is usually moderate.



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE EMPLOYEE SALARY SCHEDULE KEY 2024-2025

SPECIALISTS

Occupational Therapist	45
Physical Therapist	45
Mental Health Specialist II	42
Student Data Analyst	41
Behavior Specialist	38
Community Schools Facilitator II	38
Mental Health Specialist I	38
Registered Nurse	38
School Social Worker I	38
Database Administrator	35
Network Administrator	35
Network Engineer	35
Applications Specialist – PowerSchool	33
Applications Specialist	33
Theater Production Specialist II	32
Systems Administrator	30/33
Community Schools Facilitator	29
Mental Health Specialist Associate	29
School Social Worker Associate	29
Data Administrator & CALPADS Specialist	28
Fiscal Data Analyst	28
ETIS Support Specialist II	27
Equity Leader	27
Lead Printer II	27
Facilities Planner	25
Lead Buyer	25
Risk Management Specialist	24
Centralized Tech Support Specialist	24
Child Welfare & Attendance Specialist	24
Classified Assistive Technology Specialist	24
Communications Specialist	24
Community Safety Specialist	24
ETIS Support Specialist I	24
Technology Equipment Repair Technician	24
Workers' Compensation and Unemployment Analyst	23
Personnel Analyst	22
Speech Language Pathologist Assistant	22
Theater Production Specialist	22
Employee Benefits Specialist	17
Lead Printer	17
Personnel Technician	17
Buyer	15
Due Process Technician	15
Help Desk Technician	15
Help Desk Technician-Testing and Assessment	15
Licensed Vocational Nurse	15
Education Services Student Liaison	15
Special Education Applications Specialist	15
<u>Instructional Materials Technician</u>	13
Restorative Specialist	12
Translator / Interpreter (Spanish)	12
Attendance Technician	11
Facilities Use Technician	11
Research Assistant II, Testing and Assessment	11
<u>Instructional Media Technician</u>	10
High School Library Media Assistant	10
Purchasing Specialist	10
Printer II	09
Categorical Program Assistant	08
Middle School Library Media Assistant	08
Research Assistant I	07
Expanded Learning Team Associate	03
Preschool Associate Teacher	03
Lead Campus Monitor	03
Campus Monitor	01
Expanded Learning Assistant	01

INSTRUCTIONAL ASSISTANTS

CTE Adult Education/Welding	25
Lead Behavior Support Assistant	09
Behavior Support Assistant – General Education	07
Behavior Support Assistant – Severely Handicapped	07
Mental Health Instructional Assistant	07
Transition Assistant II	07
Instructional Assistant Braille	04
Para Educator Mod/Severe	04
Transition Assistant I	04
Computer Instructional Assistant	03
Elementary Intervention Program Assistant, (K-3) (4-6)	03
Instructional Assistant-Related Services	03

Instructional Assistant Opportunity Class	01
Special Education Instructional Assistant	01
Instructional Assistant Adolescent Parent Program	01
Instructional Assistant – Preschool	01

ADMINISTRATIVE SERIES

Administrative Assistant III	12
Administrative Assistant (Comprehensive HS/Middle School)	12
Administrative Assistant II	11
Administrative Assistant, Alternative Ed	11
Administrative Assistant, Fiscal Services	11
Administrative Assistant, Elementary School	10
Administrative Assistant I	08

ACCOUNTING SERIES

Lead Financial Accountant	33
Facilities Accountant	28
Financial Accountant	28
Lead Budget Technician	25
Payroll Accountant	18
Budget Technician	17
Categorical Administrative Technician	14
Central ASB Technician	14
Adult Education Account Technician	13
Categorical Account Technician II	12
Lead Account Clerk II	12
Facilities Account Technician	11
Categorical Account Technician I	10
Student Body Account Technician	09
Account Clerk II	08
Account Clerk I	06

COORDINATORS

Bilingual Special Project Coordinator-Spanish	15
Special Project Coordinator	15
Parent Coordinator	01

CLERICAL SERIES

Academic and Career Advisor – Adult Education	09
Registrar (Comprehensive HS)	09
Athletic Clerk	08
College and Career Clerk	07
Registrar (Alternative Education)	07
Middle School Registrar	07
Medi-Cal SMAA/LEA Clerk	05
Clerk Typist III	04
Clerk Typist III, District Receptionist	04
Personnel Clerk II	04
Health Assistant	04
Elementary School Library Media Clerk	03
School Clerk, Elementary/Secondary	03
Clerk Typist II / I	02

FOOD SERVICE SERIES

Food Service Office Technician	15
Food Service Technician	14
Food Service Clerk	11
Food Service Worker II	06
Food Service Worker I	03

MAINTENANCE & OPERATIONS SERIES

Carpenter/Hardware Technician	18
Equipment Repair Technician	18
Fire Intrusion Detection Technician	18
Grounds Maintenance Technician	18
Head Custodian III	18
Maintenance Electronics Technician/Electrician	18
Maintenance HVAC	18
Maintenance Mechanic II	18
Maintenance Painter	18
Plumber/Welder	18
Head Custodian/Trainer	16
Maintenance Mechanic I	13
Warehouse Person/Maintenance Mechanic I	13
Head Custodian II	12
Head Custodian I	10
Building & Grounds Utility Worker	08
Lead Night Custodian	08
Delivery Driver (IMC)	07
Grounds Worker	07
Custodian	04