

MEMORANDUM OF UNDERSTANDING
BETWEEN PERRIS UNION HIGH SCHOOL DISTRICT AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND ITS CHAPTER, PERRIS VALLEY #469

2022-2023 COMPENSATION STUDY FINAL IMPLEMENTATION

May 12, 2023

This Memorandum of Understanding is made and entered into effective May 12, 2023 ("Effective Date"), by and between the PERRIS UNION HIGH SCHOOL DISTRICT ("DISTRICT") and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS PERRIS VALLEY CHAPTER #469 ("ASSOCIATION" or "CSEA") (hereafter collectively referred to as the "PARTIES").

RECITALS

On October 22, 2021, the DISTRICT and the ASSOCIATION entered into a Tentative Agreement for the PARTIES to form a classification/compensation study team composed of an equal number of District and Unit members. As a result of this Agreement, the DISTRICT has entered into an Agreement with Eric Hall & Associates (EH&A) to conduct a wage/salary survey. The Scope of Services and Work Plan include the following:

Compile and analyze wage salary data within an external market of comparable, nearby school districts. Comparisons are to be made at the entry step, at a calculated mid-range value, and the maximum/top step. Report findings.

EH&A, conducted the study between August 2022 through November 2022. The final report was provided to the DISTRICT on January 16, 2023.

In the report, several positions were identified to be out of alignment with the comparable districts. In addition, the PARTIES agreed that there may need to be additional investigation into several speciality positions and developed a Compensation Study Ad Hoc Committee. The Committee met in April 2023, then presented their findings and recommendations to the PARTIES.

AGREEMENT

Effective July 1, 2023:

1. The salary ranges for the following positions shall be increased as indicated:
 - a. Account Clerk I - Increase from Row 20, Work Year A/B to Row 22, Work Year A/B
 - b. Account Clerk II - Increase from Row 18, Work Year B to Row 20, Work Year B
 - c. Custodian - Increase from Row 16, Work Year A to Row 17, Work Year A
 - d. HVAC Technician - Increase from Row 30, Work Year A to Row 32, Work Year A
 - e. Lead Custodian - Increase from Row 19, Work Year A to Row 20, Work Year A

All affected unit members shall remain on their same column/step on the new row/range and shall advance to the next column/step, unless already at the top column/step, on their anniversary date pursuant to Article 10, Section 10.11 of the collective bargaining agreement. In the event the unit member's anniversary date is July 1, the unit member shall advance to the next column/step, unless already at the top column/step, on July 1, 2023.

2. Three (3) new job classifications shall be added to the classified bargaining unit (job descriptions attached):
 - a. Personnel Specialist (Row 36, Work Year A)
 - b. Risk Management Specialist (Row 35, Work Year A)
 - c. Secretary I (Row 25, Work Year A)

All unit members classified as Personnel Technician shall be reclassified as Personnel Specialist. All unit members classified as Risk Management Technician shall be reclassified as Risk Management Specialist. All unit members classified as Secretary II, including Secretary II - Instructional Data Support, and assigned to a central office position, shall be reclassified as Secretary I. The Secretary II - Instructional Data Support classification shall be eliminated.

All affected unit members shall remain on their same column/step on the new row/range and shall advance to the next column/step, unless already at the top column/step, on their anniversary date pursuant to Article 10, Section 10.11 of the collective bargaining agreement. In the event the unit member's anniversary date is July 1, the unit member shall advance to the next column/step, unless already at the top column/step, on July 1, 2023. Affected unit members shall maintain their seniority from their current classification into their new classification.

3. The PARTIES shall develop an ad hoc committee to review all classified job descriptions and recommend revisions to current job descriptions, with the understanding that this process may take place over the 2023-2024 school year and may extend into following school years as needed.

This Agreement constitutes the entire agreement and understanding of the PARTIES. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained herein. All prior understandings, terms, or conditions, written, oral, expressed, or implied, are superseded by this Agreement.

This Agreement cannot be changed or supplemented orally and may be modified or superseded only by a written instrument executed by both PARTIES.

The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

Violations of this Memorandum of Understanding are subject to Article 22 - Grievance Procedure of the collective bargaining agreement between the PARTIES.

It is agreed and understood this agreement is subject to all approvals required under the CSEA Policy 610, as well as the Perris Union High School District Governing Board approvals.

Dated this 12th day of May 2023

Association:



Josh Rushing
CSEA Lead Negotiator

District:



Kirk Skorpanich
Assistant Superintendent, Human Resources

Lisa Towery

Lisa Towery
CSEA Labor Relations Representative

Justin Brecht

Justin Brecht
CSEA Representative

Petra Nuñez

Petra Nuñez
CSEA Representative

John Phillips

John Phillips
CSEA Representative

Helen Stimach

Helen Stimach
CSEA Representative

Maribel Escobar

Maribel Escobar
Director, Human Resources

Hector Gonzalez

Hector Gonzalez
Director, Facilities

Audrey Mitchell

Audrey Mitchell
Director, Nutrition Services

Joe Williams

Joseph Williams
Executive Director, Information Technology

AM W KRF
KS W B

PERRIS UNION HIGH SCHOOL DISTRICT

JP ME AS
PN B

Board Approved: TBD
Salary Schedule: 20; Row: 25

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: SECRETARY I

JOB PURPOSE STATEMENT: Under administrative supervision by a central office administrator, provides varied, complex and responsible departmental secretarial support; conveys information regarding school and/or district functions and procedures; ensures compliance with financial, legal and administrative requirements of assigned duties.

JOB FUNCTIONS:

- Supports assigned administrative personnel to provide assistance with their administrative functions.
- Communicates with staff, public, parents and/or students regarding activities, discrepancies and requests to provide specialized and technical information concerning established policies, procedures and guidelines.
- Types from rough drafts or verbal instructions including a variety of materials including schedules, reports, manuals, statistical data, complex documents and other materials using appropriate software.
- Monitors assigned activities and/or program components to ensure compliance with financial, legal and /or administrative requirements
- Processes documents and materials (e.g. schedules, agendas, mail, etc.)
- Organizes activities, communications and information to ensure the efficient and effective operations of the office.
- Attends a variety of meetings as needed to take minutes, convey and/or gather information or obtain training required to perform functions.
- May schedule and coordinate conferences, appointments, meetings, travel arrangements, etc.
- Performs a wide variety of complex secretarial and clerical work (e.g. word processing, data entry, typing, proofreading, filing, recording, answering telephones, etc.)
- Monitors and prepares employee records and forms (e.g. payroll and attendance).
- Compiles and maintains data using various district platforms and databases.

JOB TITLE: SECRETARY I

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JOB FUNCTIONS – continued

- Performs other job related duties as assigned

JOB QUALIFICATIONS:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation, basic arithmetic, letter and report writing
- Basic objectives, goals, policies and procedures of a school district and relationship to state law and other school organizations
- Modern office practices and procedures including filing systems, telephone, and software programs
- The functions, organization and clerical operation of an administrative office
- General public relations

Ability to:

- Keyboard (type) at a rate of not less than 50 words per minute
- Understand and carry out oral and written directions
- Understand, decipher and apply rules and written directions to specific situations
- Learn and utilize new and current technologies
- Compose correspondence independently
- Use independent judgment
- Create clear and comprehensive reports and keep complex records
- Establish and maintain effective working relationships
- Provide excellent customer service
- Work under pressure, meet deadlines and establish priorities
- Maintain confidentiality of privileged information
- Communicate effectively using correct pronunciation and grammar
- Perform and coordinate difficult office, secretarial and clerical work
- Accurately generate and compare data

JOB TITLE: **SECRETARY I**

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JOB QUALIFICATIONS - continued

- Audit and tabulate, balance, reconcile and extend data

Education:

- High School Diploma or equivalent.

Experience:

- Two years of experience in secretarial and clerical work preferably in a school setting

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 50 corrected words per minute (not valid if older than one year prior to date of application)
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, safely lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator and computer keyboard

Negotiated: 05/12/2023

KS W JY

PERRIS UNION HIGH SCHOOL DISTRICT

ME HB AM JB

PN NP PN JP

Board Approved: TBD
Salary Schedule: 20; Row: 36

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: PERSONNEL SPECIALIST

JOB PURPOSE STATEMENT: Under administrative supervision, performs a variety of highly technical duties and responsibilities of an analytical nature including assisting with the development and implementation of the District's personnel policies, procedures, and recruitment processes for management, certificated, and classified positions.

JOB FUNCTIONS:

- Oversees the certificated and/or classified personnel process; monitors office work flow and assures compliance with established policies, procedures, and timelines
- Assists in selection procedures by acting as a central point of communication with applicants in the recruitment process
- Coordinates the development and implementation of the recruitment, selection, hiring, assignment, and evaluation programs of all employees
- Conducts basic screening of applications, documents, credentials, records and/or other paperwork involved in recruitment and selection
- Offers employment to certificated, classified and substitute employees; meets with new employees to complete required employment documents and provides information relative to the position; conducts New Employee Orientation
- Reviews certificated assignments for credential compliance related to assignment/misassignment, Board resolutions; monitors compliance of AB 1124 subject matter assessments; oversees Committee on Assignments; provides in-service to school site administrators responsible for assignment of certificated employees
- Assists in the maintenance of seniority lists, employer-employee relations, age and salary programs, employee evaluations, etc.
- Assists in the development of periodic reports for the Board of Education, State and County Superintendent of Schools, legislatures, state and federal compliance agencies as deemed necessary
- Prepare and distribute employment contracts to teachers and administrators, including temporary and special contracts

JOB TITLE: PERSONNEL SPECIALIST

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JOB FUNCTIONS - continued

- Processes and keeps record of all changes in employment status, recruitment activities, training programs, test validation reports, etc.; records, verifies and transmits payroll employee data information.
- Develops, prepares and maintains all oral interview questions for employment applicants.
- Maintains the District's classification plan, job specification, and applications for all employment positions.
- Oversees the maintenance of all employee automated systems, including personnel files and Board actions.
- Interprets the District's policies and procedures, collective bargaining agreements, and applicable laws within the areas of responsibility.
- Maintains confidentiality of pre-employment and personnel files.
- Advertises for vacancies utilizing the media, inter-school posting, and various public and private agencies.
- Compiles and organizes data to produce a variety of specialized lists and reports; inputs and retrieves information from the Riverside County computer system; updates personnel, salary, job classification and other changes as they occur; updates personnel procedural manuals and personnel forms.
- Completes wage and employment verifications, surveys and subpoenas of records for District personnel.
- Provides guidance and direction to clerical support staff as assigned, participating in the selection of new staff to ensure that requests and practices conform to district policies.
- Evaluates situations involving staff, the public and confidential and sensitive events to take appropriate action and/or direct to appropriate personnel.
- Performs other job related duties as assigned.

JOB QUALIFICATIONS:

Knowledge of:

- Principles and practices of personnel administration
- Equal opportunity requirements, collective bargaining and contract administration
- Appropriate federal, state, and local laws on personnel, employer-employee related matters
- Processes used in recruitment and selection of District employees

JOB TITLE: PERSONNEL SPECIALIST

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JOB QUALIFICATIONS - continued

- Techniques of file and record management, data collection, and compilation and report writing
- Modern office equipment, practices, and procedures including office organization and work scheduling

Ability to:

- Read, interpret and explain related laws, codes, rules, policies and procedures.
- Work independently with minimum direction.
- Research, investigate and prepare a variety of reports.
- Perform mathematical calculations and basic computer skills for data entry and processing.
- Operate standard office equipment, productivity platforms, and computers
- Collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.
- Organize and maintain the security of confidential materials and information
- Exercise a high degree of clerical skills in the control of complex personnel transactions
- Understand and carry out oral and written directions in English
- Establish and maintain an effective working relationship with staff, students, parents, community members, and prospective employees
- Provide excellent customer service
- Work effectively with details under pressure and with frequent interruptions
- Compose correspondence utilizing proper grammar, spelling, punctuation, and business format
- Demonstrate strong analytical and problem-solving skills
- Exhibit excellent organizational skills and attention to detail
- Maintain time management skills with a proven ability to meet deadlines

Education:

- High school diploma or equivalent

JOB TITLE: PERSONNEL SPECIALIST

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JOB QUALIFICATIONS - continued

- Successful completion of sixty (60) semester units of advanced coursework in human resources, business administration, or related field.

Experience:

- Three (3) years of experience in human resources; processing of employment related documents and personnel record keeping. Experience in an educational setting is desirable.

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

PHYSICAL ABILITIES:

- Able to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, safely lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator and computer keyboard

Negotiated: 05/12/2023

ME HB AM JB
PW KRY PN JP

Board Approved: TBD
Salary Schedule: 20; Row: 35

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JOB TITLE: RISK MANAGEMENT SPECIALIST

JOB PURPOSE STATEMENT: Under administrative supervision, assists in planning, administering, analyzing and implementing the Workers' Compensation Program, Return to Work Program, a pro-active Property and Liability Program, Employee Benefits Program, and a variety of other risk management functions related to emergency preparedness, safety, student injuries, and performs other job-related duties as assigned.

JOB FUNCTIONS:

- Assists in planning, organizing, and coordinating a variety of activities related to the District's risk management program; analyzes claims and loss trends to identify exposures and assists with developing and implementing loss control techniques to mitigate future losses or claims.
- Analyzes, reviews and processes Workers' Compensation claims.
- Coordinates the District's Return to Work Program for industrial injuries and illnesses.
- Participates in accident/incident investigations and helps identify loss control measures to reduce or eliminate future losses.
- Conducts workstation ergonomic evaluations to reduce exposure to awkward positions, and repetitive tasks.
- Tracks student injury reports and follows up as needed.
- Processes property claims within the District's self insured retention.
- Assists with implementing, updating, and monitoring the District's Injury Illness and Prevention Program (IIPP), and all related/required plans.
- Participates in the planning, implementation, and evaluation of emergency response exercises and drills; tracks compliance related to monthly reports.
- Monitors emergency preparedness supplies, inventories and inspections.
- Coordinates the District's emergency radio system and drills.

JOB TITLE: RISK MANAGEMENT SPECIALIST

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JOB FUNCTIONS - continued

- Participates in the County of Riverside's Public Safety Enterprise Communication (PSEC), radio exercises and drills.
- Administers the District's health and welfare program for active and retired employees including monthly billing reconciliation, payment, and coordinating open enrollment.
- Maintains compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Ensures compliance with the Affordable Care Act (ACA) and assists with the preparation and filing of required IRS forms.
- Participates in informational activities including meetings, workshops, committees, health fairs, and new employee orientations providing information regarding health and welfare benefits and enrollment procedures.
- Manages and maintains on-line platforms related to claims, emergency response, employee benefits, safety training, and workers compensation.
- Corresponds as necessary with a variety of District personnel, claims adjusters, medical personnel, attorneys, law enforcement, consultants, and others to exchange information, resolve issues or concerns and coordinate activities.
- Maintains confidential records/reports, including student injury information, medical reports, documents for litigation, and other legal records.
- Prepares a wide variety of often complex reference, presentation, policy, training and safety awareness materials.
- Assists with the preparation of the department budget, monitors account balances and related fiscal/financial activity including billing, processing payments, submitting purchase requisitions, and recordkeeping, etc.
- Serves as liaison and collaborates with other departments.
- Performs other job related duties as assigned.

JOB QUALIFICATIONS:

Knowledge of:

- Basic principles and practices relating to all areas of risk management
- Laws/Rules/Regulations related to California workers' compensation, California Education Code, Occupational Safety and Health Administration (CalOSHA), California Code of Regulations (CCR), and other county, state and federal laws relating to safety, employee benefits, etc.

JOB TITLE: RISK MANAGEMENT SPECIALIST

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JOB QUALIFICATIONS - continued

- Loss control and mitigation techniques related to occupational health and safety.
- Modern office equipment, PC operating systems, practices & procedures.
- Proper English, vocabulary and spelling.
- Oral and written communication skills including correct and accurate use of English grammar, punctuation, spelling, and sentence structure.

Ability to:

- Read, interpret and explain related laws, codes, rules, policies and procedures.
- Work independently with minimum direction.
- Research, investigate and prepare a variety of reports.
- Perform mathematical calculations and basic computer skills for data entry and processing.
- Operate standard office equipment, productivity platforms, and computers
- Collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.
- Organize and maintain the security of confidential materials and information
- Exercise a high degree of clerical skills in the control of complex personnel transactions
- Understand and carry out oral and written directions in English
- Establish and maintain an effective working relationship with staff, students, parents, community members, and prospective employees
- Provide excellent customer service
- Work effectively with details under pressure and with frequent interruptions
- Compose correspondence utilizing proper grammar, spelling, punctuation, and business format
- Demonstrate strong analytical and problem-solving skills
- Exhibit excellent organizational skills and attention to detail
- Maintain time management skills with a proven ability to meet deadlines

JOB TITLE: RISK MANAGEMENT SPECIALIST

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JOB QUALIFICATIONS - continued

Education:

- High school diploma or equivalent
- Successful completion of forty-eight (48) semester units of advanced coursework in the principles of accounting or worker's compensation or risk management (preferred)
- Certified School Risk Manager (CRSM) designation (preferred)

Experience:

- Three (3) years of increasingly responsible experience in risk management, employee benefits and/or worker's compensation programs. Experience in an educational setting is desirable.

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

PHYSICAL ABILITIES:

- Able to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, safely lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator and computer keyboard

Negotiated: 05/12/2023