PAJARO VALLEY UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

AGENDA

Thursday, July 18, 2019 4:30 p.m.
Human Resources Conference Room

1.0 Opening Ceremony
    1.1   Call to Order
    1.2   Roll Call
            Member   Marci McFadden
            Member   Diane Bensberg
            Member   Dr. Manny Nuñez
    1.3   Pledge of Allegiance
            Speaker Cards

2.0 Approval of Agenda and Minutes
    2.1   Agenda-July 18, 2019
    2.2   Unapproved Minutes- June 13, 2019

3.0 Reports
    3.1   Commissioners' Report
    3.2   Director's Report
    3.3   Correspondence
            2019 CSPCA/NC Fall Conference October 24, 2019 Save the Date
            PVUSD District-Wide Breakfast – Monday, August 12, 2019
    3.4   Reports
            Board reports summary: June 12, 2019; June 26, 2019; and July 10, 2019

4.0 Consent Agenda .... ACTION
    4.1   Eligibility Lists (Established)
Information concerning the Consent item(s) listed above has been forwarded to each Commission Member prior to this meeting for his/her study. Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members. The action taken in approving Consent items is set forth in the explanation of the individual item(s).

5.0 Old Business
    5.1   Personnel Commission Meeting Dates 2019/2020....................INFORMATION/ACTION

6.0 New Business
    6.1   Reclassifications...INFORMATION
            A. Anita Cornejo-Ruvalcaba.......................................INFORMATION/ACTION
            B. John Wise..INFORMATION/ACTION
            C. Jose Anaya...INFORMATION/ACTION
            D. Lindsay Starks...INFORMATION/ACTION
    6.2   Revised Class Description-
            Business Information Systems Analyst..............................INFORMATION/ACTION

7.0 Public Input (Non-Agenda Items)
Public comments will be allowed. The Commission will recognize any member of the audience not on the agenda and wishing to speak on a matter directly related to Personnel Commission business. The Commission may allot time to those wishing to speak, but no action will be taken on matters presented. If appropriate, the Commission may direct that a matter be referred to the Director's Office for further review.

8.0   Closed Session – Dismissal Hearing Review

9.0   Items for discussion at next meeting

10.0   Next meeting date – August 22, 2019

11.0   Adjournment

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting
(Unapproved Minutes)
Thursday, June 13, 2019
Human Resources Conference Room

1.0   Opening Ceremony
   1.1   Call to Order   4:45 p.m.   Marci McFadden
   1.2   Roll Call
      Present
      Member   Marci McFadden
      Member   Diane Bensberg
      Member   Dr. Manny Nuñez
      Staff   Pam Shanks and Claudia Cordova
      Guests   Alicia Jara
   1.3   Pledge of Allegiance
      Speaker Cards

2.0   Approval of the Agenda
   2.1   6/13/19   Agenda
         Motion: Bensberg   Second: Nuñez   Approved: 3/0
   2.2   5/30/19   Minutes
         Motion: Bensberg   Second: McFadden   Approved: 2/0/1

3.0   Reports
   3.1   Commissioners' Reports: *None*
   3.2   Director's Report: *Director Shanks reported that she attended the awards nights at Ceiba for Yomara Ocampo daughter of Yolanda Ocampo, employee at Child Development. She thanked the Commissioners for their generosity helping classified employees' children go to college. We are closing up the school year, busy with Escape implementation and many recruitments.*

   3.3   Correspondence: *None*

   3.4   Reports: *None*

4.0   Consent Agenda
   4.1   Eligibility List: *None*

5.0   Old Business: Personnel Commission Meeting Dates 2019/2020: *Commissioner McFadden suggested that we approve July and August and wait for Director Shanks to research the other dates.*
      Motion: Nuñez   Second: Bensberg   Approved: 3/0

6.0   New Business

   6.1   Second Reading- Revised PC Rule and Regulation Chapter 16 Layoff: *Director Shanks presented the 2nd reading of the Rule and Regulation Chapter 16 Layoff. She explained which changes have been made.*
      Motion: Bensberg   Second:Nuñez   Approved: 3/0

6.2 Reclassifications: *Director Shanks presented to the Commission the Reclassification Process that is outlined in the Rules and Regulations.*

A. Alejandra Rocha, *Director Shanks presented the research completed by staff and the need for our district to create a new class description to fit the needs of this position.*
Approval of recommendation to reclassify Alejandra to the new Alternative Media Specialist classification. A motion was made to approve the new class specification and place it on Range 42 of the Classified Salary Schedule.
Motion: McFadden   Second: Bensberg   Approved:3/0

B. Kelly Henson, *Director Shanks presented the research completed by staff.*
Approval of recommendation to reclassify Kelly Henson to the Special Ed Program Support Technician classification, which is already an existing classification.
Motion: Bensberg   Second: Nuñez   Approved:3/0

A. Alicia Jara, *Director Shanks presented the research completed by staff.*
Approval of recommendation to reclassify Alicia Jara to the Instructional Assistant Speech classification, which is already an existing classification.
Motion: Bensberg   Second: Nuñez   Approved:3/0

6.3 Revised Class Description- Behaviorist :
This class description is being revised in the minimum requirements of education and experience, two years with the BCBA certification or three years with a Bachelor's Degree and the BCABA and working up to the Masters Degree and BCBA.
Motion: Nuñez   Second: Bensberg   Approved: 3/0

6.4 Revised Class Description- Lead Behaviorist :
This job description is being revised in the minimum requirements of education and experience, four years with the BCBA certification and Master's Degree.
Motion: Bensberg   Second: Nuñez   Approved:3/0

7.0 Public Input (Non-Agenda Items) *None*

8.0 Items for Discussion at next meeting: *None*

9.0 Next meeting date: July 18, 2019 at 4:30 pm

10.0 Adjournment – 5:31 PM
Motion: McFadden   Second: Bensberg   Approved: 3/0

Distribution:
Personnel Commission
Dr. Michelle Rodriguez
Governing Board
Expanded Cabinet
CSEA President and Representatives
PVUSD Schools

Attest: _____
Pam Shanks, Human Resources Director

SAVE the DATE

FREMONT

A1 NEXT EXIT ↑

2019
SPCA/NC FALL CONFERENCE

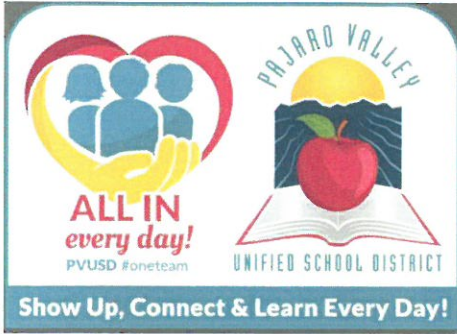## Thursday, October 24, 2019

at

FREMONT UNIFIED SCHOOL DISTRICT

4210 Technology Drive
Fremont, CA 94538

(More details to follow soon...)

School Personnel Commissioners Association/Northern California

PVUSD

Cordially Invites Our Employees to the
DISTRICT-WIDE BREAKFAST

Monday, August 12, 2019
7:30 a.m. to 8:30 a.m.

Join us as we welcome 2019-20 at
WATSONVILLE HIGH SCHOOL CAFETERIA

Welcoming remarks by Superintendent Dr. Michelle Rodriguez, Board Members, and PVFT and CSEA Leadership will begin at 8:15 AM

COME ENJOY THE ANNUAL SCHOOL-YEAR KICKOFF

Here is a partial list of partners/vendors who will be present:
PVAM, CSEA, PVFT, PVPSA, CASA, Healthy Start, WIC, Child Development Dept., Jacob Young Financial, Health Providers, Palace Office Supplies, Wells Fargo Bank, Bay Federal Credit Union, United Way, Second Harvest Food Bank, Monterey Business Systems

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 5/22/19

PROMOTIONS:
1 IA M/S

1 TOTAL

NEW HIRE-PROBATIONARY:
1 Custodian
3 IA M/M
1 IA M/S
1 Maintenance Specialist Painter
1 School Vehicle Driver
1 Site Technology Support Technician
7 TOTAL

MISCELLANEOUS ACTION:
1 Attendance Specialist
1 Food & Nutrition Services Site Leader III
1 Energy Management Technician
3 TOTAL

LIMITED TERM PROJECT:
1 Admin Asst I
1 Admin Sec I
2 Admin Sec II
4 Behaviorist
4 Campus Safety & Security Officer
5 Custodian
1 Executive Assistant
16 Food & Nutrition Services Assistant
1 Food & Nutrition Services Site Leader II
2 IA Child Dev
3 IA Gen
12 IA Migrant Ed
1 Language Support Liaison I
2 Lead Custodian I
1 Maintenance Specialist
7 School Bus Driver
6 School Office Assistant
1 Supervisor, Food & Nutrition Svcs Nutrition Education
1 Theater Technician
1 Translator/Interpreter
2 Warehouse Delivery Worker
74 TOTAL

EXEMPT:
8 Childcare
3 Crossing Guard
1 Enrichment Specialist
1 Migrant OWE
5 Pupil

18 TOTAL

LEAVES OF ABSENCE:
1 Attendance Specialist
1 School Bus Driver
1 Family Services Advocate
2 IA M/M
2 IA M/S

7 TOTAL

SEPARATIONS:
1 Behavior Technician
1 Communications Technician
1 Custodian
1 Pool Maintenance Technician
1 Site Technology Support Technician
5 TOTAL

GRAND TOTAL: 115

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY:

PROMOTIONS:
- 1 IA M/S
- 1 Senior Project Mgr., Facilities Bond Program
- **2 TOTAL**

EXEMPT:
- 1 Childcare
- 1 Crossing Guard
- 1 Enrichment Specialist
- 3 Pupil
- 20 Student Helper
- **26 TOTAL**

NEW HIRE-PROBATIONARY:
- 1 Communications Technician
- 1 IA M/M
- 1 IA M/S
- 1 Library Media Technician
- 1 Licensed Vocational Nurse
- 1 Mental Health Clinician
- 3 Occupational Therapist
- 1 Payroll Technician
- 1 Site Technology Support Technician
- **11 TOTAL**

MISCELLANEOUS ACTION:
- 1 Groundskeeper II
- 1 Sr. HR Analyst

- **2 TOTAL**

LEAVES OF ABSENCE:
- 1 Administrative Secretary III
- 1 Food & Nutritional Services Site Leader III
- 2 IA M/M
- 1 IA M/S

- **5 TOTAL**

LIMITED TERM PROJECT:
- 39 Behavior Technician
- 2 Behaviorist
- 9 Campus Safety & Security Officer
- 1 District Translator
- 1 Energy Management Technician
- 1 Energy Management Technician
- 1 Executive Assistant
- 1 Food & Nutrition Svcs. Site Leader III
- 11 Health Care Assistant
- 1 HR Technician
- 13 IA M/M
- 55 IA M/S
- 1 Lead Behaviorist
- 1 Lead Custodian I
- 1 Library Media Technician
- 29 School Bus Driver
- 3 School Office Assistant
- 1 Site Technology Support Technician
- 1 Translator/Interpreter
- **172 TOTAL**

SEPARATIONS:
- 1 Administrative Secretary II
- 1 Administrative Secretary III
- 1 Behavior Technician

- **3 TOTAL**

GRAND TOTAL: 221

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY:

PROMOTIONS:

None

TOTAL

EXEMPT:

14 Enrichment Specialist
2 Pupil
1 Student Helper

17 TOTAL

NEW HIRE-PROBATIONARY:

None

0 TOTAL

MISCELLANEOUS ACTION:

None

TOTAL

LEAVES OF ABSENCE:

None

0 TOTAL

LIMITED TERM PROJECT:

1 Admin Assistant I
5 Behavior Technician
1 Buyer
14 Custodian
1 Energy Management Technician
1 Executive Assistant
2 Groundskeeper I
2 Groundskeeper II
34 IA Gen
1 IA M/M
5 IA M/S
2 Lead Custodian II
3 Lead Maintenance Specialist
10 Library Media Technician
9 Maintenance Specialist
1 Occupational Therapist
1 Planning Specialist
7 School Office Assistant
1 Service Mechanic
1 Site Technology Support Technician
1 Translator/Interpreter
1 Utility Worker
104 TOTAL

SEPARATIONS:

1 Behavior Technician
1 Campus Safety & Security Officer
1 Athletic Trainer

3 TOTAL

GRAND TOTAL: 124

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Classified Personnel

Examinations Conducted During the Period of
July 2019 – June 2020

Personnel Commission Agenda Back-up Item #   4.0

DATE: July 2019

Eligibility Lists Established

Classification	Open Date	Appls Number	Appl WT/ SQ	Appl Practical/ Oral or Presentation	# on Elig List	Establish Date
1. Payroll Technician	5/01	36	21	15	8	6/12
2. Campus Safety & Security Officer	5/14	8	7	3	3	6/14
3. School Bus Driver/Delegated Behind/Wheel Trainer	4/22	3	2	2	2	6/17
4. Student Information Specialist	5/20	39	14	9	3	6/25

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

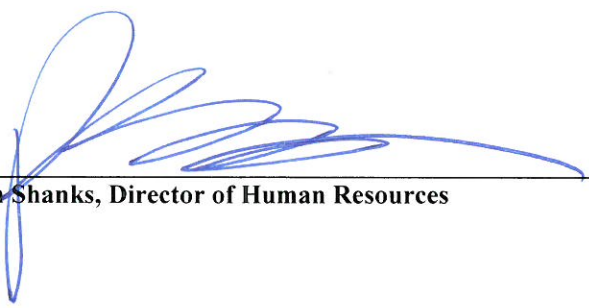## *Personnel Commission*

Item No: 5.1

Date: July 18, 2019

Item: Personnel Commission Meeting Dates for 2019/2020

Overview: Attached are the proposed meeting dates of the Personnel Commission for the 2019/2020 school year.

Recommendation: Approve the meeting dates of the Personnel Commission

Prepared by:

Pam Shanks, Director of Human Resources

Personnel Commission

Meeting Dates for 2019/2020
4:30 p.m.
(3rd Thursday, unless otherwise noted)
Human Resources Conference Room

July 18, 2019
August 22, 2019 (4th Thursday)
September 26, 2019 (4th Thursday)
October 17, 2019
November 14, 2019 (2nd Thursday)
December 19, 2019
January 16, 2020
~~February 20, 2020~~ (cancelled due to CSPCA Conference)
March 19, 2020
April 16, 2020
May 21, 2020
June 18, 2020

Please call 831-786-2145 should you have any questions.

Personnel Commission

Date: July 18, 2019

Item: Reclassification Process

Overview: The reclassification process is outlined in the Personnel Commission Rules and Regulations 4.6. "The only basis for reclassification of a position shall be a **significant change in job duties through a gradual accretion of duties**."

The following areas are examined as each employee's request is reviewed:
1. Has the employee been in the same assignment (not classification) for a minimum of two years and has the gradual accretion of duties occurred during at least two years in the assignment?
2. Specific duties with clear and concise backup <u>included in the reclassification packet</u> submitted by the employee.
3. Determine the level of complexity of duties performed by the employee.
4. Match each duty in the packet to the appropriate job duty listed in the class description.
5. Determine if there is an existing class description in which the duties presented fit within, or if a new class description needs to be created because one does not exist.
6. If a new class description needs to be created, it needs to be determined where that fits within the job families and job structure as determined by the Personnel Commission.
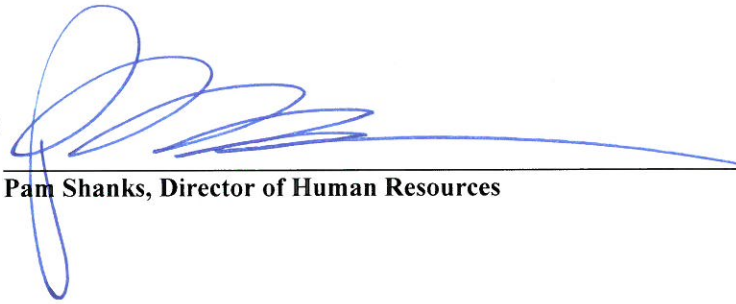
The following areas are NOT a determination when reviewing reclassification requests:

1. Volume of work performed by the employee
2. Rewarding performance of individual employees
3. How long employees have worked for the District (other than looking at the minimum of two years' requirement of working in the position from which the employee is asking to be reclassified)
4. Looking only at salary placement of an employee when all the duties they perform are within the scope of work in their current class description (salary alignment changes are made when a salary survey is conducted of all positions within the District in order to maintain internal alignment)

The areas examined when looking at reclassification requests or when reviewing class descriptions in general are level of complexity, responsibility, knowledge needed, special skills required, and abilities necessary to perform the duties of the position. Additionally, class descriptions are meant to serve as a tool to describe the summary, nature and scope, distinguishing characteristics, essential types of duties, and qualifications. Since one of the uses of class descriptions is for recruiting for vacancies in the District, they are created using broad language. The specifics and details of a position and how to perform the major functions falls within the department or site to establish a working manual for the position.

It should also be noted that while we have very talented classified employees who may possess knowledge, skills, and abilities above and beyond their classification, it is not necessarily what may be needed in the position should the position become vacant. Determining the appropriate classification of a position is based on District need balanced with the gradual accretion of duties that have been assigned to an employee over a period of a minimum of two years. This is what will determine the recommendation of the reclassification requests brought before you this evening.

Prepared by:

Pam Shanks, Director of Human Resources

Personnel Commission

Item No: 6.1 A

Date: July 18, 2019

Item: Reclassification request for Anita Cornejo-Ruvalcaba

Overview: Anita Cornejo-Ruvalcaba has submitted a request to be reclassified. Ms. Cornejo-Ruvalcaba is currently an Office Assistant II in the Special Education Department.

- Ms. Cornejo-Ruvalcaba began working as an Office Assistant II in Special Education on July 2009.
- The attached Job Analysis (tasks #1-11) shows that all duties performed by Ms. Cornejo-Ruvalcaba fall within the scope of her current classification- Office Assistant II.
- Based on the packet submitted by Ms. Cornejo-Ruvalcaba and the Job Analysis completed by staff, Ms. Cornejo-Ruvalcaba was not able to show that her position has had a gradual accretion of higher level duties for a minimum of two years, and therefore does not meet the criterion for reclassification.
- In conclusion, it is not recommended to reclassify Ms. Cornejo-Ruvalcaba due to the preponderance of duties submitted that fall within her current classification of Office Assistant II.

Recommendation: Staff recommends Ms. Cornejo-Ruvalcaba not be reclassified due to the evidence submitted, which shows that the majority of duties performed fall within the scope of her current classification.

Prepared by:

Pam Shanks, Director of Human Resources

Name of Incumbent: Anita Rubalcava
Current Job Title: Office Assistant II
Department or Site: SELPA

Requested Title: **Administrative Secretary II**
Requested Range: 37

Notes: Anita has been an Office Assistant II since 7/20/1981. In the notes she states that in 2015, she was assigned the classified employee absences and in 2018, she was assigned the Teacher's tuition reimbursements.

Task	Job Description	Duty as it is written in job descriptions
1. Employee Absence Tracking in DS	This task is within the scope of work of the **Office Assistant II** classification.	**#4 OA II:** Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate. **#6 OA II:** Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy.
2. Ordering supplies	This task is within the scope of work of the **Office Assistant II** classification.	**#10 OA II:** Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies.
3. School Business Agreements	This task is within the scope of work of the **Office Assistant II** classification.	**#6 OA II:** Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy.
4. Prepare & submit tuition reimbursements	This task is within the scope of work of the **Office Assistant II** classification.	**#12 OAII:** Process purchase orders and invoices as assigned; monitor office or program expenditures; maintain auditable records.
5. Prepare Mileage claims	This task is within the scope of work of the **Office Assistant II** classification.	**#12 OAII:** Process purchase orders and invoices as assigned; monitor office or program expenditures; maintain auditable records.
6. Assist resolving unpaid invoices on requisitions	This task is within the scope of work of the **Office Assistant II** classification.	**#12 OAII:** Process purchase orders and invoices as assigned; monitor office or program expenditures; maintain auditable records. **#9 OA II:** Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
7. Keep record of staff budget allocations	This task is within the scope of work of the **Office Assistant II** classification.	**#12 OAII:** Process purchase orders and invoices as assigned; monitor office or program expenditures; maintain auditable records.
8. Reply to inquiries and provide information about PO's	This task is within the scope of work of the **Office Assistant II** classification.	**#12 OAII:** Process purchase orders and invoices as assigned; monitor office or program expenditures; maintain auditable records. **#9 OA II:** Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Task	Job Description	Duty as it is written in job descriptions
9. Keep and maintain Low Incidence records	This task is within the scope of work of the **Office Assistant II** classification.	**#2 OA II:** Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed
10. Operate a variety of equipment	This task is within the scope of work of the **Office Assistant II** classification.	**#8 OA II:** Operate a variety of technology devices including but not limited to a calculator, copier, fax machine, computer and assigned software.
11. Attend various trainings as required	This task is within the scope of work of the **Office Assistant II** classification.	**OTHER DUTIES: Perform related duties as assigned.**

FINDINGS: Ten of the eleven tasks were found in her current classification job description. One of the tasks about attending trainings as required, was listed as other duties as assigned.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE ASSISTANT II

Basic Function

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of diversified clerical and record-keeping duties in support of an assigned office or program; answer phones and greet and assist, staff and visitors.

DC

DISTINGUISHING CHARACTERISTICS:

The Office Assistant II classification provides diversified clerical support to an office, requiring an understanding of a process or functional area. The School Office Assistant classification performs specialized and complex clerical duties, requiring independent judgment and knowledge of designated policies, procedures and regulations. The Office Assistant I classification is the entry-level classification in the Office Assistant series and provides an opportunity to learn the terminology, processes and operations of an assigned office. Incumbents provide general and varied clerical support to an office and typically work under immediate supervision.

REPRESENTATIVE DUTIES:

Duties

ESSENTIAL DUTIES:

#1 Perform a variety of diversified clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials.

#2 Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed.

#3 Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

#4 Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.

#5 Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel and the general public related to office, department or program activities, policies and procedures.

#6 Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested; review input and output data for accuracy.

#7 Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Approved by Personnel Commission: 5/5/16

#8 Operate a variety of technology devices including but not limited to a calculator, copier, fax machine, computer and assigned software.

#9 Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

#10 Monitor inventory levels of office supplies; order, receive and maintain inventory of office supplies.

#11 Schedule and arrange appointments, conferences and meetings as directed; maintain calendars; make travel arrangements as assigned.

#12 Process purchase orders and invoices as assigned; monitor office or program expenditures; maintain auditable records.

OTHER DUTIES:
Perform related duties as assigned.

K&A **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Modern office practices, procedures and equipment.
Policies and objectives of assigned programs and activities.
Record-keeping and report preparation techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a variety of technology devices including but not limited to a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Abilities ABILITY TO:
Perform a variety of diversified clerical and record-keeping duties in support of an assigned office or program.
Answer telephones and greet the public courteously.
Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain records and prepare reports.
Type or input data at 40 words per minute from clear copy.
Operate a variety of technology devices including but not limited to a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

Approved by Personnel Commission: 5/5/16

Ed&Exp **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year general clerical experience.

WORKING CONDITIONS:

Environment

ENVIRONMENT:
Office environment.
Constant interruptions.
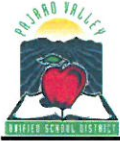
Physical Demands

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

Position:	Administrative Secretary II
Job Code:	925
Department:	School Sites and Departments
Reports To:	Principal or Department Administrator or Designee

SUMMARY

Performs a variety of specialized moderately complex secretarial and administrative support duties, including but not limited to taking and transcribing of complex, specialized, or technical dictation; composing of original documents; development and administration of office routines and systems; independent research; and moderately complex budgetary recordkeeping and payroll data processing; and reception.

NATURE AND SCOPE

Under general supervision this position typically performs moderately complex level secretarial and administrative support activities, which will vary depending on the area of assignment. Assignments require well developed application of knowledge of modern secretarial practices and the ability to efficiently use both standard and specialized office equipment. Work situations usually follow established routines but can be varied. The position exercises some independent judgment in carrying out or resolving routine administrative matters, preparing correspondence, handling communications from the public or employees, assisting in public relations and other matters of similar complexity. In addition, an Administrative Secretary II must have a working knowledge of the particular procedures, formats, vocabulary and technicalities associated with the department of assignment to perform duties such as composing of correspondence.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Administrative Secretary series. This is a classification requiring well developed application of knowledge of modern secretarial practices and performs moderately complex secretarial and administrative support duties involving the use of some independent judgment and an understanding of departmental functions and procedures as well as competency in word processing and spreadsheet software with original formats and templates; performing statistical or accounting-type recordkeeping; and conducting research.

Administrative Secretary II
Effective 11/1/98; Approved by PC: 01/07/99; approved by Board of Trustees: 04/14/99
Revised 5/13/04, Classification Study 6/16/05
Approved by Personnel Commission: 12/18/08 (Classification Study Year 1)
Approved by Board of Trustees: 7/17/13

ESSENTIAL TYPES OF DUTIES (Duties may include but are not limited to the following)

Duties

#1 • Develops and maintains a specialized knowledge of the terminology related to the function to which assigned.

#2 • Screens incoming calls, mail and visitors, evaluating the relative importance of each and independently resolves routine matters or referring to others.

#3 • Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, recurring reports, and statistical data. Composes routine correspondence and forms as necessary.

#4 • Initiates and answers telephone calls. Schedules appointments. Explains general program policies and procedures within the scope of authority. Provides information of a general or limited technical nature.

#5 • Arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. Makes hotel and travel reservations as directed.

#6 • Attends meetings as assigned. May record, transcribe, and distribute minutes as directed.

#7 • Greets visitors, staff or students in person or over the telephone and ascertains nature of business and provides standard information related to area of assignment. May include answering all incoming phone lines of department and routing call to appropriate extensions.

#8 • Maintains records of committee proceedings.

#9 • May process periodic payroll information.

#10 • Occasionally receives, handles and stores confidential information pertaining to the District or assigned department. Maintains confidentiality as required.

#11 • May maintain budget records and files. May gather and compile information required by management for budget development and compliance.

#12 • Operates standard office machines and equipment including computer hardware, typewriters, printers, copiers, calculators and fax machines. Utilizes applications required for the production of office documents such word processing software, spreadsheets, the Internet, or desktop publishing software.

#13 • May prepare invoices and requisitions.

#14 • Performs other related duties as required to accomplish the objectives of the position.

Administrative Secretary II
Effective 11/1/98; Approved by PC: 01/07/99; approved by Board of Trustees: 04/14/99
Revised 5/13/04, Classification Study 6/16/05
Approved by Personnel Commission: 12/18/08 (Classification Study Year 1)
Approved by Board of Trustees: 7/17/13

QUALIFICATIONS

K&A

Knowledge and Skills: Requires a well-developed working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including personal computers with word processing and spreadsheet applications.

Abilities

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform complex office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator or manager of certain administrative details. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately adopt an effective course of action. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the department and District. Must be able to work well independently and as part of a team.

Physical Abilities

Physical Abilities: Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 20 pounds). May be required to sit for extended periods of time. Requires visual acuity and depth perception to recognize words and numbers; and hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

Minimum Qualifications (Education and/or Experience): This is the minimum experience and education/training standards which will be used to admit or reject applicants for examination as approved by the Personnel Commission on December 18, 2008.

High School diploma or completion of GED and a minimum of two (2) years of experience in a secretarial capacity.

Typing Requirement: Must be able to type 50 words per minute.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.1 B

Date: July 18, 2019

Item: Reclassification request for John Wise

Overview: John Wise has submitted a request to be reclassified. Mr. Wise is currently an Information Systems Technician II for the Technology Department.

- Mr. Wise began working as an Information Systems Technician II in Technology on 1/20/2016.
- The attached Job Analysis (tasks #1-27) shows that the duties performed by Mr. Wise did not fully represent the work within his current classification-Information Systems Technician II.
- Based on the packet submitted by Mr. Wise and the Job Analysis completed by staff, Mr. Wise was able to show that his position has had a gradual accretion of higher level duties for a minimum of two years, and therefore does meet the criterion for reclassification.
- In conclusion, it is recommended to reclassify Mr. Wise to a Database Systems Analyst due to the preponderance of duties submitted that fall within that classification.

Recommendation: Staff recommends Mr. Wise be reclassified due to the evidence submitted, which shows that the majority of duties performed fall within the scope of the Database Systems Analyst.

Prepared by:

Pam Shanks, Director of Human Resources

Name of Incumbent: **John F. Wise**
Current Job Title: **Information Systems Technician II**
Department or Site: **Technology**
Notes: **John Wise has been an Information Systems Technician II since 1/20/2016**

Requested Title: **Database Systems Analyst**
Requested Range:**54**

Task	Job Description	Duty as it is written in job description
1. Maintain and operate district information systems and applications	This task is within the scope of work of the **Database Systems Analyst** classification.	**Basic Function DSA:** maintain and operate district information systems and applications.
2. Analyze Data and provide troubleshooting for system support issues	This task is within the scope of work of the **Database Systems Analyst** classification.	**#1 DSA:** Perform a variety of technical duties in the management of district information systems and applications, including data and system management, information systems, data reporting and other assigned databases; **analyze data and provide troubleshooting for system and end-user support issues.**
3. Perform data conversion mappings and provide end user support	This task is within the scope of work of the **Database Systems Analyst** classification.	**#2 DSA:** Perform data conversion mappings; develop migration programs using relational database programming languages; assure the accuracy of data and integrity of database; support and manage databases with active directory integration.
4. Perform a variety of technical duties in the management of district information systems and applications	This task is within the scope of work of the **Database Systems Analyst** classification.	**#1 DSA:** Perform a variety of technical duties in the management of district information systems and applications, including data and system management, information systems, data reporting and other assigned databases; analyze data and provide troubleshooting for system and end-user support issues.
5. Data and system management	This task is within the scope of work of the **Database Systems Analyst** classification.	**#3 DSA:** Establish and maintain contact with users for training and the analysis of computer systems and procedures; receive input from system users, prior to writing scripts and queries, to identify a variety of issues and user needs.
6. Information systems management	This task is within the scope of work of the **Information Systems Technician II** classification.	**#2 IST II:** Manages back-end integration of Schools Interoperability Framework with district information systems.
7. Data reporting and other assigned database management	This task is within the scope of work of the **Database Systems Analyst** classification.	**#1 DSA:** Perform a variety of technical duties in the management of district information systems and applications, including data and system management, information systems, data reporting and other assigned databases; analyze data and provide troubleshooting for system and end-user support issues.
8. Analyze situations accurately and adopt an effective course of action	This task is within the scope of work of the **Database Systems Analyst** classification.	**Abilities DSA:** Analyze situations accurately and adopt an effective course of action.
9. Develop migration programs using relational database programming languages	This task is within the scope of work of the **Database Systems Analyst** classification.	**#2 DSA:** Perform data conversion mappings; develop migration programs using relational database programming languages; assure the accuracy of data and integrity of database; support and manage databases with active directory integration.

Task	Job Description	Duty as it is written in job description
10. Assure the accuracy of data and integrity of database	This task is within the scope of work of the **Database Systems Analyst** classification.	**#2 DSA:** Perform data conversion mappings; develop migration programs using relational database programming languages; assure the accuracy of data and integrity of database; support and manage databases with active directory integration.
11. Support and manage databases with active directory integration	This task is within the scope of work of the **Database Systems Analyst** classification.	**#2 DSA:** Perform data conversion mappings; develop migration programs using relational database programming languages; assure the accuracy of data and integrity of database; support and manage databases with active directory integration.
12. Establish and maintain contact with users for training and the analysis of computer systems and procedures.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#3 DSA:** Establish and maintain contact with users for training and the analysis of computer systems and procedures; receive input from system users, prior to writing scripts and queries, to identify a variety of issues and user needs.
13. Receive input from systems users, prior to writing scripts and queries, to identify a variety of issues and user needs.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#3 DSA:** Establish and maintain contact with users for training and the analysis of computer systems and procedures; receive input from system users, prior to writing scripts and queries, to identify a variety of issues and user needs.
14. Establish priorities for enhancements and modifications of assigned applications and software.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#4 DSA:** Establish priorities for enhancements and modifications of assigned applications and software; determine deficiencies and areas for improvement based on data integrity and user input; diagnose, test and resolve database problems; perform post-resolution follow-ups to assure solutions; administer project implementations and delivery of services.
15. Determine deficiencies and areas for improvement based on data integrity and user input.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#4 DSA:** Establish priorities for enhancements and modifications of assigned applications and software; determine deficiencies and areas for improvement based on data integrity and user input; diagnose, test and resolve database problems; perform post-resolution follow-ups to assure solutions; administer project implementations and delivery of services.
16. Diagnose, test and resolve database problems.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#4 DSA:** Establish priorities for enhancements and modifications of assigned applications and software; determine deficiencies and areas for improvement based on data integrity and user input; diagnose, test and resolve database problems; perform post-resolution follow-ups to assure solutions; administer project implementations and delivery of services.
17. Perform post-resolution follow-ups to assure solutions.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#4 DSA:** Establish priorities for enhancements and modifications of assigned applications and software; determine deficiencies and areas for improvement based on data integrity and user input; diagnose, test and resolve database problems; perform post-resolution follow-ups to assure solutions; administer project implementations and delivery of services.

Task	Job Description	Duty as it is written in job description
18. Administer project implementations and delivery of services.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#4 DSA:** Establish priorities for enhancements and modifications of assigned applications and software; determine deficiencies and areas for improvement based on data integrity and user input; diagnose, test and resolve database problems; perform post-resolution follow-ups to assure solutions; administer project implementations and delivery of services.
19. Provide technical information and assistance to the assigned administrator regarding assigned activities.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#5 DSA:** Provide technical information and assistance to the assigned administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
20. Assist in the formulation and development of policies, procedures and programs.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#5 DSA:** Provide technical information and assistance to the assigned administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
21. Prepare and maintain variety of narrative and statistical reports, records and files related to assigned activities.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#6 DSA:** Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.
22. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs resolve issues and conflicts and exchange information	This task is within the scope of work of the **Database Systems Analyst** classification.	**#7 DSA:** Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
23. Operate with fluency a variety of technology devices including but not limited to a computer and assigned software programs.	This task is within the scope of work of the **Database Systems Analyst** classification.	**#8 DSA:** Operate with fluency a variety of technology devices including but not limited to a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.
24. Operate other office equipment as assigned; drive a vehicle to conduct work	This task is within the scope of work of the **Database Systems Analyst** classification.	**#8 DSA:** Operate with fluency a variety of technology devices including but not limited to a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.
25. Apply principles and techniques of computer programming to specific problems.	This task is within the scope of work of the **Database Systems Analyst** classification.	**Abilities:** Apply principles and techniques of computer programming to specific problems.
26. Meet schedules and time lines	This task is within the scope of work of the **Database Systems Analyst & Information Systems Technician II** classification.	**Abilities:** Meet schedules and time lines.

Task	Job Description	Duty as it is written in job description
27. Prepare comprehensive narrative and statistical reports.	Same as task 21	

FINDINGS: Twenty five of the twenty seven tasks were within the scope of the Database Systems Analyst, staff recommends reclassification to Database Systems Analyst.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATABASE SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of an assigned administrator for which the essential duties are performed, and with the support of the Director, Technology, maintain and operate district information systems and applications; analyze data and provide troubleshooting for system support issues; perform data conversion mappings and provide end-user support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

#1 Perform a variety of technical duties in the management of district information systems and applications, including data and system management, information systems, data reporting and other assigned databases; analyze data and provide troubleshooting for system and end-user support issues.

#2 Perform data conversion mappings; develop migration programs using relational database programming languages; assure the accuracy of data and integrity of database; support and manage databases with active directory integration.

#3 Establish and maintain contact with users for training and the analysis of computer systems and procedures; receive input from system users, prior to writing scripts and queries, to identify a variety of issues and user needs.

#4 Establish priorities for enhancements and modifications of assigned applications and software; determine deficiencies and areas for improvement based on data integrity and user input; diagnose, test and resolve database problems; perform post-resolution follow-ups to assure solutions; administer project implementations and delivery of services.

#5 Provide technical information and assistance to the assigned administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

#6 Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.

#7 Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

#8 Operate with fluency a variety of technology devices including but not limited to a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.

#9 Attend and conduct a variety of meetings as assigned.

Approved by Personnel Commission 6/23/16

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
SQL database management.
Relational database management.
Operating system integration.
Basic principles and techniques of various computer languages.
Principles, methods and procedures of operating computers and peripheral equipment.
Principles of data communications and computer operations and capabilities.
Principles of data management, organization and flow.
Data file organization, structure and access methodology.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of technology devices including but not limited to a computer and assigned software.

ABILITY TO:
Perform a variety of technical duties in the management of district information systems and databases.
Perform data conversion mappings.
Design solutions for application problems and malfunctions.
Establish priorities for enhancements and modifications of assigned applications, databases and software.
Manage and maintain databases.
Learn computer hardware systems, software applications and languages utilized by the organization.
Learn department and program objectives and goals.
Apply principles and techniques of computer programming to specific problems.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate with fluency a variety of technology devices including but not limited to a computer, assigned software, and office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.

Approved by Personnel Commission 6/23/16

Ed&Exp **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level coursework in computer science, business administration or a related field and three years' experience in implementing and managing relational databases.

Lic&Exp **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

WORKING CONDITIONS:

Environment

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

Physical Demands

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a variety of technology devices.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Walking to visit school sites.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: INFORMATION SYSTEMS TECHNICIAN II

BASIC FUNCTION:

Under the direction of the Director, Technology, provide end-user support in daily tasks and long term projects relating to Information Systems. Assist with data integrity to ensure accurate reporting at the district, state and federal levels. Works with a variety of Information Systems to support student and staff accounts and system integration. Performs advanced workstation setup and configuration, troubleshooting of complicated software and workstation problems, provides general data processing support functions, and advanced help desk support and advanced database management.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

#1 Receives and responds to problem reports and requests for information regarding usage of advanced computer software, hardware, networking, connectivity and Information Systems.

#2 Manages back-end integration of Schools Interoperability Framework with district information systems.

#3 Responsible for help desk calls concerning information systems. Documents help desk calls and solutions.

#4 Performs end-user training and ongoing support both one-on-one and in small groups.

#5 Instructs and illustrates the use of a variety of business and educational software such as learning tools, word processing, spreadsheets, databases, and graphics in large and small group settings.

#6 Focuses on advanced utilization techniques.

#7 Administer system backup and recovery procedures.

#8 Performs major upgrades to application and productivity software.

#9 Provides and monitors security for servers, databases, and enterprise productivity tools, i.e. Student Information Systems servers and related technologies.

#10 Manages user accounts and rights for staff and students in various information systems.

#11 Performs advanced database integration tasks with multiple databases, troubleshoots issues and resolves conflicts pertaining to database integration.

Approved by Personnel Commission: 5/5/16

#12 Installs, tests, and maintains networked computer systems on multiple platforms to district standards for end-user needs. Reconfigures and relocates computer equipment as needed. Understands and uses diagnostic tools and software.

#13 Research and evaluate technology through industry meetings, seminars and vendor contacts; identify opportunities for improvements through automation.

#14 Create and generate reports and statistics to meet user and program requirements; interface with other departments, jurisdictions and users on regulations and reporting requests.

#15 Conduct database systems analysis and designs; perform data normalization tasks; assist in the development of relational databases; assist in performance of data conversion tasks and maintenance of data dictionaries.

OTHER DUTIES:

Other Duties

Participate and represent the department in computer users meetings or meetings of related committees.

Perform related duties as assigned.

K&A **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Coordinating highly technical support processes.
Information system software.
Network operations, security and directory services.
Installation and configuration of Apple and Microsoft Windows desktops and servers.
Database administration expertise with relational databases and a high level of skill with Structured Query Language (SQL).
TCP/IP configuration and implementation.
Business applications development.
Systems implementation.
Technical writing.
Common operating systems.
Technical aspects of database training on the use and application of desktop software, Internet connectivity software and district information systems.
Oral and written communication skills.
Network environments.
Interpersonal skills including tact, patience and courtesy.

Abilities

ABILITY TO:
Oversee the performance of various aspects of the systems development cycle.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Understand and learn a variety of business procedures and processes.
Use logic and analysis to solve computer and systems problems.

Approved by Personnel Commission: 5/5/16

Translate functional requirements into technical specifications.

Analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria and standards.

Advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Read and understand professional journals and literature.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in computer science, business administration or a related field and three years' experience in computer support and configuration, relational database management or Structured Query Language (SQL). Experience in workstation and software installation; technical support in decentralized and diverse computing environments; hardware, software, and basic network troubleshooting; and recent experience in computer and end-user support related to current releases of Microsoft Windows and Apple software is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid A+ Certification is desired.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Lifting, pushing, pulling and carrying moderately heavy computer equipment.

Crawling, bending at the waist, kneeling, crouching or climbing to access outlets and switches connecting computers and peripherals with the network.

Seeing to install, reconnect and repair computers.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: 5/5/16

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.1 C

Date: July 18, 2019

Item: Reclassification request for Jose Anaya

Overview: Jose Anaya has submitted a request to be reclassified. Mr. Anaya is currently a Database Systems Analyst for the Education Services Department.

- Mr. Anaya began working in the Education Services Department in September 2006 originally as a District Technology Support Technician. During the recent classification study, his title changed to Database Systems Analyst, which was implemented in 2017.
- Due to the changing landscape of student data reporting to the State Department of Education, the level of complexity of tasks performed by Mr. Anaya and the expectations of his job have increased.
- The attached Job Analysis (tasks #1-17) shows that the duties performed by Mr. Anaya did not fully represent the work within his current classification-Database Systems Analyst.
- Based on the packet submitted by Mr. Anaya and the Job Analysis completed by staff, Mr. Anaya was able to show that his position has had a gradual accretion of higher level duties for a minimum of two years, and therefore does meet the criterion for reclassification.
- In conclusion, it is recommended to reclassify Mr. Anaya to the new classification Applications Analyst-Student Information due to the preponderance of duties submitted that fall within the new classification.

Recommendation: Staff recommends Mr. Anaya be reclassified to the classification Applications Analyst - Student Information due to the evidence submitted, which shows that the majority of duties performed fall within the scope of the new class description.

Staff also recommends that the Commission approve the attached new class description with placement on Range 57 of the Classified Salary Schedule and also place the new title in the Technology Job Family.

Prepared by:

Pam Shanks, Director of Human Resources

Name of Incumbent: Jose Anaya

Current Job Title: Database Systems Analyst

Department or Site: Ed Services   **Notes: Jose Anaya has been employed with PVUSD since 9/18/06 as a District Tech Support tech and Database Systems Analyst**

Requested Title: **Systems Engineer**

Requested Range: 37 of the Management Salary Schedule

Task	Job Description	Duty as it is written in job description
1. Design, develop, maintain and support multiple infrastructure platforms, hardware and system software components.	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#2 AA, SI:** Analyzes needs and designs complex reports, assists end-users in the training and operation of student information systems; analyzes and prepares reports from local, state, and national assessment data as it relates to individual student performance and school improvement.
2. Administer project implementation and delivery of services	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#3 AA, SI:** Works with data integration in multiple applications and relational databases; works with the Educational Services Department to streamline processes through automation.
3. Analyze and review enhancements for compatibility and perform integration testing (software testing)	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#3 AA, SI:** Works with data integration in multiple applications and relational databases; works with the Educational Services Department to streamline processes through automation.
4. Database administration with relational databases using Structured Query Language	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#3 AA, SI:** Works with data integration in multiple applications and relational databases; works with the Educational Services Department to streamline processes through automation.
5. Assist with creation of complex state and federal reports	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#2 AA, SI:** Analyzes needs and designs complex reports, assists end-users in the training and operation of student information systems; analyzes and prepares reports from local, state, and national assessment data as it relates to individual student performance and school improvement.
6. Install, configure, test, and maintain operation systems, application software and system management tools	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#5 AA, SI:** Provides technical training and assistance to district personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving database, login and other technology issues; refer complex problems to other personnel as needed.
7. Manage the performance and integrity of data security for district educational applications.	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#6 AA, SI:** Researches, compiles and verifies a variety of data and information; compute information for various Federal, State and District reports as necessary; resolve a variety of discrepancies; sort, arrange and tabulate data according to reporting requirements.

Task	Job Description	Duty as it is written in job description
8. Manage principles and practices of system administration, as well as the orientation and training end-users district wide.	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**# 5 AA, SI:** Provides technical training and assistance to district personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving database, login and other technology issues; refer complex problems to other personnel as needed.
9. Liaise with vendors and other IT personnel for problem resolution.	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#8 AA, SI:** Assists with coordinating various student assessment tests; serve as a liaison between the District and other agencies, concerning assessment tests and related data and materials as directed. **#12 AA, SI:** Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.
10. Analyze complex technical problems, evaluate alternatives, and recommend effective course of actions	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#4 AA, SI:** Inputs, processes, formats and extracts data from assigned computer system; establishes and maintains automated records and files; creates queries and scripts, develops reports and documents; assures accuracy and completeness of input and output data; compares data and identifies errors and discrepancies; makes corrections, additions and modifications as needed, imports, exports and uploads a variety of data and information.
11. Research, develop and manage of an end user systems via enterprise level configuration of management systems, scripts and policies	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#6 AA, SI:** Researches, compiles and verifies a variety of data and information; compute information for various Federal, State and District reports as necessary; resolve a variety of discrepancies; sort, arrange and tabulate data according to reporting requirements.
12. Perform data analysis, system debugging, and backup, and restore functions as needed	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#10 AA, SI:** Receives and evaluates requests for data and research projects; develop and implement research activities and methods of data collection, analysis and presentation for assigned projects.
13. Manage Parent portal and for various user access permissions	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#5 AA, SI:** Provides technical training and assistance to district personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving database, login and other technology issues; refer complex problems to other personnel as needed.

Task	Job Description	Duty as it is written in job description
14. Generate internal daily performance audits	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#5 AA, SI:** Provides technical training and assistance to district personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving database, login and other technology issues; refer complex problems to other personnel as needed.
15. Handle support requests from internal/external departments and organizations	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#10 AA, SI:** Receives and evaluates requests for data and research projects; develop and implement research activities and methods of data collection, analysis and presentation for assigned projects. **#12 AA, SI:** Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.
16. Participate in afterhour's upgrades, troubleshooting, and/or on-call availability as needed.	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#5 AA, SI:** Provides technical training and assistance to district personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving database, login and other technology issues; refer complex problems to other personnel as needed.
17. Diagnose, test and resolve application problems and perform post resolution follow ups to ensure problems have been adequately resolved	This task is within the scope of work of the **Applications Analyst, Student Information** classification.	**#4 AA, SI:** Inputs, processes, formats and extracts data from assigned computer system; establishes and maintains automated records and files; creates queries and scripts, develops reports and documents; assures accuracy and completeness of input and output data; compares data and identifies errors and discrepancies; makes corrections, additions and modifications as needed, imports, exports and uploads a variety of data and information.

FINDINGS: Seventeen tasks are within the scope of the Applications Analyst, Student Information, staff recommends reclassification for Jose Anaya to the Applications Analyst, Student Information classification.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: APPLICATIONS ANALYST, STUDENT INFORMATION

Basic Function

BASIC FUNCTION:

Under the direction of the Coordinator, Research, Accountability and Assessments for which the essential duties are performed, and in collaboration with the Director, Technology, performs a variety of highly complex activities involved in the computer collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic and reporting related to the student information systems; analyzes needs and designs complex reports, assists end-users in the training and operation of student information systems; analyzes and prepares reports from local, state, and national assessment data as it relates to individual student performance and school improvement; works with data integration in multiple applications and relational databases; works with the Educational Services Department to streamline processes through automation.

REPRESENTATIVE DUTIES:

Duties

ESSENTIAL DUTIES:

#1 Performs a variety of highly complex activities involved in the computer collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, and reporting related to the student information systems.

#2 Analyzes needs and designs complex reports, assists end-users in the training and operation of student information systems; analyzes and prepares reports from local, state, and national assessment data as it relates to individual student performance and school improvement.

#3 Works with data integration in multiple applications and relational databases; works with the Educational Services Department to streamline processes through automation.

#4 Inputs, processes, formats and extracts data from assigned computer system; establishes and maintains automated records and files; creates queries and scripts, develops reports and documents; assures accuracy and completeness of input and output data; compares data and identifies errors and discrepancies; makes corrections, additions and modifications as needed, imports, exports and uploads a variety of data and information.

#5 Provides technical training and assistance to district personnel concerning the operation of computer systems, software, databases, applications, and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving database, login and other technology issues; refer complex problems to other personnel as needed.

#6 Researches, compiles and verifies a variety of data and information; compute information for various Federal, State and District reports as necessary; resolve a variety of discrepancies; sort, arrange and tabulate data according to reporting requirements.

#7 Advises and assists various departments with meeting data and program needs; provides technical information concerning reports, research, and related practices, standards, requirements and procedures.

#8 Assists with coordinating various student assessment tests; serve as a liaison between the District and other agencies, concerning assessment tests and related data and materials as directed.

#9 Ensures mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established timelines and requirements; troubleshoots and resolve problems with report queries.

#10 Receives and evaluates requests for data and research projects; develop and implement research activities and methods of data collection, analysis and presentation for assigned projects.

#11 Operates a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software; provides recommendations concerning computer system and software enhancements.

#12 Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.

#13 Attend and participate in various meetings and trainings; presents materials, reports and information concerning student assessment tests, demographics and programs.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of data.
Relational database management.
SQL database management.
Data collection, information systems and software.
Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
Training and documentation methodologies.
Principles, methods and procedures of operating computers and peripheral equipment.
Record retrieval and storage systems.
Data control procedures and data entry operations.
Report writing and record-keeping techniques.
Data verification and clean-up procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of technology devices, programs, and applications.
Oral and written communication skills.

ABILITY TO:
Perform a variety of highly complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment,

demographic, program and other data for the District.

Utilize an assigned computer system to input, update, format and extract data, maintain automated records, and generate a variety of statistical reports and documents.

Perform data conversion mappings.

Review and verify input and output data to assure accuracy.

Assemble, organize and prepare data for records and reports.

Provide technical support for student assessment tests.

Serve as a technical resource concerning assigned projects, reports and related computer operations and data.

Detect and resolve errors and inaccuracies in data output reports.

Interpret findings and analyze data, and provide related recommendations.

Compile and verify data, and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Prioritize and schedule work.

Communicate effectively both orally and in writing.

Operate fluently a variety of technology devises, programs and applications.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Ed&Exp

Any combination equivalent to: graduation from high school supplemented by college level coursework in computer science, information systems, business administration, or a related field and five years' experience involving the processing, verification, recordkeeping and reporting of data, including work with relational databases and software applications. Experience with Structured Query Language (SQL) and working with Excel required.

Licenses **LICENSES AND OTHER REQUIRMENTS:**

Valid California driver's license.

WORKING CONDITIONS:

Environment

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Physical Demands

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Walking to visit school sites.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATABASE SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of an assigned administrator for which the essential duties are performed, and with the support of the Director, Technology, maintain and operate district information systems and applications; analyze data and provide troubleshooting for system support issues; perform data conversion mappings and provide end-user support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in the management of district information systems and applications, including data and system management, information systems, data reporting and other assigned databases; analyze data and provide troubleshooting for system and end-user support issues.

Perform data conversion mappings; develop migration programs using relational database programming languages; assure the accuracy of data and integrity of database; support and manage databases with active directory integration.

Establish and maintain contact with users for training and the analysis of computer systems and procedures; receive input from system users, prior to writing scripts and queries, to identify a variety of issues and user needs.

Establish priorities for enhancements and modifications of assigned applications and software; determine deficiencies and areas for improvement based on data integrity and user input; diagnose, test and resolve database problems; perform post-resolution follow-ups to assure solutions; administer project implementations and delivery of services.

Provide technical information and assistance to the assigned administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate with fluency a variety of technology devices including but not limited to a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Approved by Personnel Commission 6/23/16

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

K&A

KNOWLEDGE OF:
SQL database management.
Relational database management.
Operating system integration.
Basic principles and techniques of various computer languages.
Principles, methods and procedures of operating computers and peripheral equipment.
Principles of data communications and computer operations and capabilities.
Principles of data management, organization and flow.
Data file organization, structure and access methodology.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of technology devices including but not limited to a computer and assigned software.

Abilities   ABILITY TO:
Perform a variety of technical duties in the management of district information systems and databases.
Perform data conversion mappings.
Design solutions for application problems and malfunctions.
Establish priorities for enhancements and modifications of assigned applications, databases and software.
Manage and maintain databases.
Learn computer hardware systems, software applications and languages utilized by the organization.
Learn department and program objectives and goals.
Apply principles and techniques of computer programming to specific problems.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate with fluency a variety of technology devices including but not limited to a computer, assigned software, and office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.

Approved by Personnel Commission 6/23/16

Ed&Exp **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level coursework in computer science, business administration or a related field and three years' experience in implementing and managing relational databases.

Lic&Req **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

WORKING CONDITIONS:

Environment

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

Physical Demands

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a variety of technology devices.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Walking to visit school sites.

Approved by Personnel Commission 6/23/16

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

2018-2019 SCHOOL YEAR

MINIMUM/MAXIMUM SALARY RANGE

Title	Range	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
Accounting Specialist	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
Accounting Technician	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Administrative Assistant I	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
Administrative Assistant II	42	3,374	19.39	3,543	20.36	3,720	21.38	3,906	22.45	4,101	23.57	4,307	24.75
Administrative Assistant III	43	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15	4,413	25.36
Administrative Secretary I	35	2,838	16.31	2,981	17.13	3,130	17.99	3,287	18.89	3,450	19.83	3,623	20.82
Administrative Secretary II	37	2,982	17.14	3,132	18.00	3,289	18.90	3,454	19.85	3,626	20.84	3,807	21.88
Administrative Secretary III	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
Alternative Media Specialist	42	3,374	19.39	3,543	20.36	3,720	21.38	3,906	22.45	4,101	23.57	4,307	24.75
Applications Analyst-Student Information	57	4,889	28.10	5,135	29.51	5,392	30.99	5,662	32.54	5,946	34.17	6,243	35.88
Assessment Specialist	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Attendance Specialist	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
Behavior Technician	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
Benefits Analyst	55	4,653	26.74	4,886	28.08	5,130	29.48	5,385	30.95	5,655	32.50	5,939	34.13
Benefits Specialist	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Business Information Systems Analyst	57	4,889	28.10	5,135	29.51	5,392	30.99	5,662	32.54	5,946	34.17	6,243	35.88
Buyer	46	3,724	21.40	3,910	22.47	4,105	23.59	4,310	24.77	4,526	26.01	4,752	27.31
Campus Safety & Security Office	34	2,768	15.91	2,908	16.71	3,054	17.55	3,207	18.43	3,367	19.35	3,536	20.32
Career Development Specialist I	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Career Development Specialist II	46	3,724	21.40	3,910	22.47	4,105	23.59	4,310	24.77	4,526	26.01	4,752	27.31
Child Welfare & Attendance Analyst	55	4,653	26.74	4,886	28.08	5,130	29.48	5,385	30.95	5,655	32.50	5,939	34.13
Communications Technician	53	4,428	25.45	4,649	26.72	4,882	28.06	5,126	29.46	5,382	30.93	5,652	32.48
Community Service Liaison I	33	2,700	15.52	2,836	16.30	2,979	17.12	3,129	17.98	3,285	18.88	3,449	19.82
Community Service Liaison II	37	2,982	17.14	3,132	18.00	3,289	18.90	3,454	19.85	3,626	20.84	3,807	21.88
Custodian	35	2,838	16.31	2,981	17.13	3,130	17.99	3,287	18.89	3,450	19.83	3,623	20.82
Data Entry Assistant	34	2,768	15.91	2,908	16.71	3,054	17.55	3,207	18.43	3,367	19.35	3,536	20.32
Database Systems Analyst	54	4,540	26.09	4,766	27.39	5,004	28.76	5,255	30.20	5,518	31.71	5,794	33.30
Department Staff Accountant	52	4,320	24.83	4,536	26.07	4,762	27.37	5,001	28.74	5,251	30.18	5,514	31.69
Dispatcher	46	3,724	21.40	3,910	22.47	4,105	23.59	4,310	24.77	4,526	26.01	4,752	27.31
District Receptionist	33	2,700	15.52	2,836	16.30	2,979	17.12	3,129	17.98	3,285	18.88	3,449	19.82
District Student Attendance Info. Specialist	52	4,320	24.83	4,536	26.07	4,762	27.37	5,001	28.74	5,251	30.18	5,514	31.69
District Technology Support Technician	53	4,428	25.45	4,649	26.72	4,882	28.06	5,126	29.46	5,382	30.93	5,652	32.48
District Translator	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
District Warehouse Lead	39	3,134	18.01	3,290	18.91	3,456	19.86	3,628	20.85	3,809	21.89	3,999	22.98
Energy Management Technician	51	4,214	24.22	4,425	25.43	4,646	26.70	4,879	28.04	5,123	29.44	5,378	30.91
Executive Assistant	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Family Services Advocate	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Food & Nutrition Srvs Warehouse Lead	39	3,134	18.01	3,290	18.91	3,456	19.86	3,628	20.85	3,809	21.89	3,999	22.98
Food and Nutrition Services Assistant	28	2,387	13.72	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51
Food and Nutrition Services Cook/Baker I	32	2,634	15.14	2,767	15.90	2,906	16.70	3,052	17.54	3,205	18.42	3,365	19.34
Food and Nutrition Services Cook/Baker II	34	2,768	15.91	2,908	16.71	3,054	17.55	3,207	18.43	3,367	19.35	3,536	20.32
Food and Nutrition Services Site Leader I	35	2,838	16.31	2,981	17.13	3,130	17.99	3,287	18.89	3,450	19.83	3,623	20.82
Food and Nutrition Services Site Leader II	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Food and Nutrition Services Site Leader III	38	3,057	17.57	3,210	18.45	3,370	19.37	3,539	20.34	3,717	21.36	3,903	22.43
Food and Nutrition Services Site Leader IV	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
MINIMUM/MAXIMUM SALARY RANGE

Title	Range	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
Groundskeeper I	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Groundskeeper II	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
Guidance Specialist	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
Health Care Assistant	35	2,838	16.31	2,981	17.13	3,130	17.99	3,287	18.89	3,450	19.83	3,623	20.82
Heavy Equipment Mechanic	47	3,818	21.94	4,009	23.04	4,209	24.19	4,420	25.40	4,641	26.67	4,872	28.00
Human Resources Analyst	55	4,653	26.74	4,886	28.08	5,130	29.48	5,385	30.95	5,655	32.50	5,939	34.13
Human Resources Specialist	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Human Resources Technician	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Information Systems Technician I	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Information Systems Technician II	53	4,428	25.45	4,649	26.72	4,882	28.06	5,126	29.46	5,382	30.93	5,652	32.48
Instructional Asst. Child Development	29	2,446	14.06	2,568	14.76	2,697	15.50	2,833	16.28	2,974	17.09	3,122	17.94
Instructional Asst. General Education	28	2,387	13.72	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51
Instructional Asst. Migrant Education	30	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51	3,200	18.39
Instructional Asst. Mild/Moderate	34	2,768	15.91	2,908	16.71	3,054	17.55	3,207	18.43	3,367	19.35	3,536	20.32
Instructional Asst. Moderate/Severe	38	3,057	17.57	3,210	18.45	3,370	19.37	3,539	20.34	3,717	21.36	3,903	22.43
Instructional Asst. Speech	38	3,057	17.57	3,210	18.45	3,370	19.37	3,539	20.34	3,717	21.36	3,903	22.43
Interpreter Tutor/Sign Language	45	3,633	20.88	3,814	21.92	4,005	23.02	4,206	24.17	4,416	25.38	4,637	26.65
Language Support Liaison I	31	2,570	14.77	2,699	15.51	2,834	16.29	2,975	17.10	3,125	17.96	3,282	18.86
Language Support Liaison II	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Lead Custodian I	39	3,134	18.01	3,290	18.91	3,456	19.86	3,628	20.85	3,809	21.89	3,999	22.98
Lead Custodian II	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
Lead Groundskeeper	47	3,818	21.94	4,009	23.04	4,209	24.19	4,420	25.40	4,641	26.67	4,872	28.00
Lead Heavy Equipment Mechanic	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist Carpenter	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist Electrician	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist HVAC	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist Painter	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist Plumber	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Library Media Technician	35	2,838	16.31	2,981	17.13	3,130	17.99	3,287	18.89	3,450	19.83	3,623	20.82
Licensed Vocational Nurse	46	3,724	21.40	3,910	22.47	4,105	23.59	4,310	24.77	4,526	26.01	4,752	27.31
MAA/LEA Special Projects Accountant	55	4,653	26.74	4,886	28.08	5,130	29.48	5,385	30.95	5,655	32.50	5,939	34.13
Mail/Delivery Driver	28	2,387	13.72	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51
Maintenance Specialist	45	3,633	20.88	3,814	21.92	4,005	23.02	4,206	24.17	4,416	25.38	4,637	26.65
Migrant Outreach Specialist	39	3,134	18.01	3,290	18.91	3,456	19.86	3,628	20.85	3,809	21.89	3,999	22.98
Office Assistant I	28	2,387	13.72	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51
Office Assistant II	32	2,634	15.14	2,767	15.90	2,906	16.70	3,052	17.54	3,205	18.42	3,365	19.34
Office Manager-Adult Education	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Paraprofessional-Dual Language Immersion Prgm	30	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51	3,200	18.39
Parent Education Specialist	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Payroll Analyst	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Payroll Technician	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Planning Specialist	51	4,214	24.22	4,425	25.43	4,646	26.70	4,879	28.04	5,123	29.44	5,378	30.91
Plant Operations Leader	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Pool Maintenance Technician	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Print Production Operator	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
MINIMUM/MAXIMUM SALARY RANGE

Title	Range	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
Project Specialist	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Purchasing Specialist	42	3,374	19.39	3,543	20.36	3,720	21.38	3,906	22.45	4,101	23.57	4,307	24.75
Registrar	39	3,134	18.01	3,290	18.91	3,456	19.86	3,628	20.85	3,809	21.89	3,999	22.98
Registration Specialist I	34	2,768	15.91	2,908	16.71	3,054	17.55	3,207	18.43	3,367	19.35	3,536	20.32
Registration Technician-Healthy Start	37	2,982	17.14	3,132	18.00	3,289	18.90	3,454	19.85	3,626	20.84	3,807	21.88
School Bus Driver Trainee	33	2,700	15.52	2,836	16.30	2,979	17.12	3,129	17.98	3,285	18.88	3,449	19.82
School Bus Driver	37	2,982	17.14	3,132	18.00	3,289	18.90	3,454	19.85	3,626	20.84	3,807	21.88
School Bus Driver/Fueler	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
School Bus Driver/Parts Technician	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
School Bus Driver-Dlgtd Behind-Wheel Trainer	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
School Bus Driver-Instructor/Trainer	43	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15	4,413	25.36
School Office Assistant	33	2,700	15.52	2,836	16.30	2,979	17.12	3,129	17.98	3,285	18.88	3,449	19.82
School Vehicle Driver	33	2,700	15.52	2,836	16.30	2,979	17.12	3,129	17.98	3,285	18.88	3,449	19.82
Senior Accountant	57	4,889	28.10	5,135	29.51	5,392	30.99	5,662	32.54	5,946	34.17	6,243	35.88
Senior Buyer	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Service Mechanic	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Site Technology Support Technician	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Special Education Program Support Technician	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
Staff Accountant	55	4,653	26.74	4,886	28.08	5,130	29.48	5,385	30.95	5,655	32.50	5,939	34.13
Student Data Technician-SELPA	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
Student Information Specialist	45	3,633	20.88	3,814	21.92	4,005	23.02	4,206	24.17	4,416	25.38	4,637	26.65
Student Services Specialist	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Testing Technician I	31	2,570	14.77	2,699	15.51	2,834	16.29	2,975	17.10	3,125	17.96	3,282	18.86
Testing Technician II	38	3,057	17.57	3,210	18.45	3,370	19.37	3,539	20.34	3,717	21.36	3,903	22.43
Textbook Technician	38	3,057	17.57	3,210	18.45	3,370	19.37	3,539	20.34	3,717	21.36	3,903	22.43
Theater Technician	43	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15	4,413	25.36
Translator/Interpreter	38	3,057	17.57	3,210	18.45	3,370	19.37	3,539	20.34	3,717	21.36	3,903	22.43
Utility Worker	37	2,982	17.14	3,132	18.00	3,289	18.90	3,454	19.85	3,626	20.84	3,807	21.88
Warehouse Delivery Worker (FS)	32	2,634	15.14	2,767	15.90	2,906	16.70	3,052	17.54	3,205	18.42	3,365	19.34
Warehouse Worker/Delivery Driver	33	2,700	15.52	2,836	16.30	2,979	17.12	3,129	17.98	3,285	18.88	3,449	19.82
Workers' Compensation Analyst	55	4,653	26.74	4,886	28.08	5,130	29.48	5,385	30.95	5,655	32.50	5,939	34.13

18-19 3% Increase

Effective 07/01/18
Board Approved: 07/10/2019

JOB FAMILIES

ACCOUNTING/FISCAL	RANGE
Accounting Specialist	40
Attendance Specialist	40
Accounting Technician	44
Payroll Technician	44
Payroll Analyst	50
Department Staff Accountant	52
District Student Attendance Info. Specialist	52
Staff Accountant	55
MAA/LEA Special Projects Accountant	55
Senior Accountant	57

CUSTODIAL	RANGE
Custodian	35
Utility Worker	37
Lead Custodian I	39
Lead Custodian II	41
Plant Operations Leader	44

FACILITIES/MAINTENANCE	RANGE
Pool Maintenance Technician	36
Maintenance Specialist	45
Lead Maintenance Specialist Carpenter	50
Lead Maintenance Specialist Electrician	50
Lead Maintenance Specialist Painter	50
Lead Maintenance Specialist Plumber	50
Lead Maintenance Specialist HVAC	50
Energy Management Technician	51
Planning Specialist	51

FOOD SERVICES	RANGE
Food & Nutrition Services Assistant	28
Food & Nutrition Services Cook/Baker I	32
Food & Nutrition Services Cook/Baker II	34
Food & Nutrition Services Site Leader I	35
Food & Nutrition Services Site Leader II	36
Food & Nutrition Services Site Leader III	38
Food & Nutrition Services Site Leader IV	41

Revised: 5/05/2016 Class Titles
Revised 7/1/2017 Pay Ranges

GROUNDS	**RANGE**
Groundskeeper I	36
Groundskeeper II	40
Lead Groundskeeper	47

INSTRUCTIONAL	**RANGE**
Instructional Asst.-General Ed.	28
Instructional Asst.-Child Development	29
Instructional Asst.-Migrant Ed.	30
Paraprofessional-Dual Language Immersion Program	30
Instructional Asst. Mild/Moderate	34
Instructional Asst. Moderate/Severe	38
Instructional Asst. Speech	38
SPED Program Support Technician	40
Behavior Technician	41
Alternative Media Specialist	42
Interpreter Tutor/Sign Language	45

SUPPORT/GUIDANCE	**RANGE**
Language Support Liaison I	31
Community Service Liaison I	33
Campus Safety & Security Officer	34
Health Care Assistant	35
Language Support Liaison II	36
Parent Education Specialist	36
Registration Technician-Healthy Start	37
Community Service Liaison II	37
Translator-Interpreter	38
Migrant Outreach Specialist	39
District Translator	40
Guidance Specialist	41
Career Development Specialist I	44
Career Development Specialist II	46
Licensed Vocational Nurse	46
Project Specialist	48
Child Welfare & Attendance Analyst	55

MEDIA	**RANGE**
Library Media Technician	35
Textbook Technician	38
Print Production Operator	41
Theater Technician	43

SECRETARIAL/CLERICAL	RANGE
Office Assistant I	28
Office Assistant II	32
School Office Assistant	33
District Receptionist	33
Data Entry Assistant	34
Registration Specialist I	34
Administrative Secretary I	35
Administrative Secretary II	37
Registrar	39
Administrative Secretary III	40
Administrative Assistant I	41
Student Data Technician-SELPA	41
Administrative Assistant II	42
Administrative Assistant III	43
Office Manager-Adult Education	44
Executive Assistant	48
Student Services Specialist	48

STOREKEEPING/SUPPLIES	RANGE
Mail/Delivery Driver	28
Warehouse Delivery Worker (FS)	32
Warehouse Worker/Delivery Driver	33
District Warehouse Lead	39
Food & Nutrition Services Warehouse Lead	39
Purchasing Specialist	42
Buyer	46
Senior Buyer	48

TECHNOLOGY	RANGE
Student Information Specialist	45
Information Systems Technician I	48
Site Technology Support Technician	50
Information System Technician II	53
District Technology Support Technician	53
Communications Technician	53
Database Systems Analyst	54
Applications Analyst-Student Information	57

TRANSPORTATION/MAINTENANCE	RANGE
School Vehicle Driver	33
School Bus Driver Trainee	33
School Bus Driver	37
School Bus Driver/Parts Technician	40
School Bus Driver/Fueler	40
School Bus Driver/Delegated Behind-the-Wheel Trainer	41
School Bus Driver/Instructor/Trainer	43
Service Mechanic	44

Revised: 5/05/2016 Class Titles
Revised 7/1/2017 Pay Ranges

TRANSPORTATION/MAINTENANCE (CONT)	RANGE
Dispatcher	46
Heavy Equipment Mechanic	47
Lead Heavy Equipment Mechanic	50

HUMAN RESOURCES	RANGE
Human Resources Technician	44
Human Resources Specialist	48
Human Resources Analyst	55
Workers' Compensation Analyst	55
Business Information Systems Analyst	57

PROGRAM EVALUATION	RANGE
Testing Technician I	31
Testing Technician II	38
Assessment Specialist	48

BENEFITS	RANGE
Benefits Specialist	48
Benefits Analyst	55

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.1 D

Date: July 18, 2019

Item: Reclassification request for Lindsay Starks
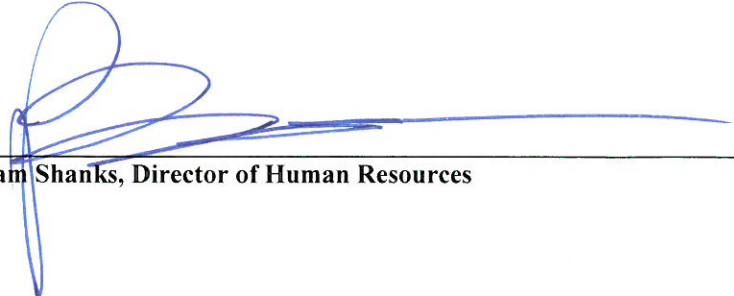
Overview: Lindsay Starks has submitted a request to be reclassified. Ms. Starks is currently an Executive Assistant I for the Human Resources Department.

- Ms. Starks began working as an Executive Assistant I in Human Resources on 09/28/2012.
- Due to a variety of changes in the last two years in the Human Resources Department, added higher level duties have been asked of Ms. Starks. Some of those changes are supporting an additional administrator, managing and directing the work of the office, managing the processing of the District's increased legal matters, and providing input concerning a variety of budgets.
- The attached Job Analysis (tasks #1-8) shows that the duties performed by Ms. Starks fall within the scope of the revised class description – Executive Assistant-Human Resources-Confidential.
- Based on the packet submitted by Ms. Starks and the Job Analysis completed by staff, Ms. Starks was able to show that her position has had a gradual accretion of higher level duties for a minimum of two years, and therefore does meet the criterion for reclassification.
- In conclusion, it is recommended to reclassify Ms. Starks due to the preponderance of duties submitted that fall within the revised class description of Executive Assistant-Human Resources-Confidential.

Recommendation: Staff recommends Ms. Starks be reclassified due to the evidence submitted, which shows that the majority of duties performed fall within the revised class description of Executive Assistant-Human Resources-Confidential.

Staff also recommends that the Commission approve the attached revised class description with placement on Range 18 of the Confidential Salary Schedule.

Prepared by:

_____
Pam Shanks, Director of Human Resources

Name of Incumbent: Lindsay Starks
Current Job Title: Executive Assistant I Confidential
Department or Site: Human Resources

Requested Title: **Executive Assistant to Human Resources (Confidential**
Requested Range: 23 of the Confidential Salary Schedule

Notes: Lindsay has been an Executive Assistant I Confidential since 9/28/12, over the past 2 years, more complex duties have been added to her workload. She is requesting a change in the range of the confidential salary schedule. She is also requesting to add the new duties to her job description.

Task	Job Description	Duty as it is written in job description
1. Employee Attendance Monitoring:	This task is within the scope of work of the **Executive Assistant I** classification.	**#8 EAI:** Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data. ns incoming telephone calls, mail and visitors, evaluating the relative importance of each and independently resolves routine matters or referring to others.
2. Supervision and training of Classified Staff:	This task is within the scope of work of the **Executive Assistant of HR** classification.	**#13 EA HR:** Train and provide work direction and guidance to assigned personnel as required: serve as a lead over clerical staff: assign duties and review work for accuracy, completeness and compliance with established standards and procedures. **#15 EA HR:** Develop and implement office procedures to enhance efficiency of office operations; create office forms, which facilitate workflow; assist in monitoring department operations and activities to assure compliance with established requirements as assigned.
3. Maintain Department Website:	This task is within the scope of work of the **Executive Assistant of HR** classification.	**#9 EA HR:** Input a wide variety of data into an assigned computer system; establish and maintain automated files and records; maintain the department website keeping the information current and relevant: create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.
4. Litigation Document Processing	This task is within the scope of work of the **Executive Assistant of HR** classification.	**#6 EA HR:** Receive, sort and route incoming correspondence, including confidential employee matters or litigation documents; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.
5. Coordination of Recruitment Events	This task is within the scope of work of the **Executive Assistant of HR** classification.	**#5 EA HR:** Coordinate and schedule various appointments and meetings; compile, prepare, revise and edit related notices. agenda items, presentations and supporting documents for various administrative meetings; prepare and send out notices to meetings and other events: make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent, Human Resources.

Task	Job Description	Duty as it is written in job description
6. Monitor TB Testing for all district employees	This task is within the scope of work of the **Executive Assistant of HR** classification.	**#4 EA HR:** Serve as a liaison and coordinate communications between the administrator, other departments, personnel, managers, outside agencies, programs, services and the public regarding the administrator's area of responsibility; assist the administrator with coordinating department or division personnel, projects and activities; schedule, arrange, confirm and distribute information concerning appointments, conferences, meetings, special events and other activities. **#17 EA HR:** Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
7. Coordinate Livescan Fingerprinting Services for all Volunteers and New Employees	This task is within the scope of work of the **Executive Assistant of HR** classification.	**#12 EA HR:** Perform special projects and surveys and prepare various forms and reports on behalf of the Assistant Superintendent, Human Resources; conduct related research: attend to administrative details on special matters as assigned; provide input concerning department needs and the development and implementation of policies and procedures: monitor and keep the administrator current concerning progress of department projects and activities; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs. **#17 EA HR:** Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
8. Storage Management for Permanent/Confidential Records	This task is within the scope of work of the **Executive Assistant of HR** classification.	**#9 EA HR:** Input a wide variety of data into an assigned computer system; establish and maintain automated files and records; maintain the department website keeping the information current and relevant: create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

FINDINGS: Seven of the eight tasks are within the scope of the proposed job spec of the Executive Assistant of HR.
Staff recommends the reclassification of Lindsay Starks and the approval of the new Job Spec with placement on Range 18 of the Confidential Salary Schedule.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT I HUMAN RESOURCES, CONFIDENTIAL

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, perform highly complex and responsible duties as the primary executive and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent, Human Resources of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator. Train and provide work direction and guidance to assigned personnel as required.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant I Human Resources is the junior level confidential position in the series. Incumbents perform highly complex, responsible and confidential duties for the Assistant Superintendent, Human Resources. The Executive Assistant II to the Superintendent is the senior level confidential position in the series. Incumbents perform highly complex, responsible and confidential duties, including public relations, for the Superintendent and Board of Trustees.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly complex and responsible duties as the primary executive and confidential secretary to the Assistant Superintendent, Human Resources, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Assistant Superintendent, Human Resources by phone and written communication; exercise independent judgment in resolving a variety of complex issues, complaints and problems; refer difficult issues to the administrator; interpret policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Serve as a liaison and coordinate communications between the administrator, other departments, personnel, managers, outside agencies, programs, services and the public regarding the administrator's area of responsibility; assist the administrator with coordinating department or division personnel, projects and activities; schedule, arrange, confirm and distribute information concerning appointments, conferences, meetings, special events and other activities.

Approved by Personnel Commission: 5/5/16; Revised: TBD

#5 Coordinate and schedule various appointments and meetings; compile, prepare, revise and edit related notices, agenda items, presentations and supporting documents for various administrative meetings; prepare and send out notices to meetings and other events; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the Assistant Superintendent's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Assistant Superintendent, Human Resources.

#6 Receive, sort and route incoming correspondence, including confidential employee matters or litigation documents; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

#7 Attend and participate in a variety of meetings, including negotiations; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel.

#8 Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions and assure accuracy and completeness of various documents; duplicate materials as necessary.

#9 Input a wide variety of data into an assigned computer system; establish and maintain automated files and records; maintain the department website keeping the information current and relevant; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.

#10 Provide input concerning the planning and development of designated budgets as assigned; Mmaintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.

#11 Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems.

#12 Perform special projects and surveys and prepare various forms and reports on behalf of the Assistant Superintendent, Human Resources; conduct related research; attend to administrative details on special matters as assigned; provide input concerning department needs and the development and implementation of policies and procedures; monitor and keep the administrator current concerning progress of department projects and activities; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs.

#13 Train and provide work direction and guidance to assigned personnel as required; serve as a lead over clerical staff; assign duties and review work for accuracy, completeness and compliance with established standards and procedures.

Approved by Personnel Commission: 5/5/16; Revised: TBD

#11 Compile, prepare and assemble a variety of packets and administrative information as needed; prepare, process and follow up on work orders as assigned.

#12 Develop and implement office procedures to enhance efficiency of office operations; create office forms, which facilitate workflow; assist in monitoring department operations and activities to assure compliance with established requirements as assigned.

#13 Fluently operate and maintain a variety of technology devices including but not limited to a calculator, copier, fax machine, computer, Livescan fingerprint machine, and assigned software; arrange for equipment repairs as needed.

#14 Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

#15 Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.

#16 Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.

#17 Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work-flow.

#18 Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory; contact vendors to research and coordinate purchases; prepare and process purchase orders, invoices and requisitions and arrange for payments as required.

~~Train and provide work direction and guidance to assigned personnel as directed.~~

Other Duties

OTHER DUTIES:
Perform related duties as assigned.

K&A **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Functions and executive secretarial operations of an administrative office.
Organizational operations, policies and objectives.
Policies and objectives of assigned department and activities.
Applicable laws, codes, regulations, policies and procedures.
Principles and practices of training and providing work direction and guidance to assigned personnel.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Approved by Personnel Commission: 5/5/16; Revised: TBD

Budgeting practices regarding monitoring and control.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
~~Basic~~ Ppublic relations techniques.
Fluent operation of a variety of technology devices and assigned software.

Abilities

ABILITY TO:
Perform highly responsible and confidential secretarial and ~~administrative~~ executive assistant duties
to relieve the Assistant Superintendent, Human Resources of a variety of administrative details.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Plan, coordinate and organize office activities and flow of communications and information for the
assigned administrator.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Maintain a variety of complex and confidential files and records.
Assure efficient and timely completion of office and program projects and activities.
Understand and resolve complex issues, complaints or problems.
Train and provide work direction to assigned personnel.
Fluently operate a variety of technology devices including but not limited to a computer and assigned
software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Prioritize and schedule work.
Work independently with little direction.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

Ed&Exp **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course
work in secretarial science or related field and four years of increasingly responsible secretarial or
administrative assistant experience.

Working Conditions
WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by Personnel Commission: 5/5/16; Revised: TBD

Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file materials.

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
2018-2019
SALARY SCHEDULE FOR CONFIDENTIAL EMPLOYEES
MONTHLY

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Masters
	8	3603	3711	3822	3937	4055	4177	4302	99.08
	9	3711	3822	3937	4055	4177	4302	4431	102.05
	10	3822	3937	4055	4177	4302	4431	4564	105.11
	11	3937	4055	4177	4302	4431	4564	4701	108.27
	12	4055	4177	4302	4431	4564	4701	4842	111.51
	13	4177	4302	4431	4564	4701	4842	4987	114.87
	14	4302	4431	4564	4701	4842	4987	5137	118.31
	15	4431	4564	4701	4842	4987	5137	5291	121.85
~~Executive Assistant I~~	16	4564	4701	4842	4987	5137	5291	5450	125.51
	17	4701	4842	4987	5137	5291	5450	5614	129.28
Executive Assistant-HR	18	4842	4987	5137	5291	5450	5614	5782	133.16
	19	4987	5137	5291	5450	5614	5782	5955	137.14
Budget Analyst	20	5137	5291	5450	5614	5782	5955	6134	141.27
	21	5291	5450	5614	5782	5955	6134	6318	145.50
	22	5450	5614	5782	5955	6134	6318	6508	149.88
Sr. HR Analyst	23	5614	5782	5955	6134	6318	6508	6703	154.39
Executive Assistant II	24	5782	5955	6134	6318	6508	6703	6904	159.01
	25	5955	6134	6318	6508	6703	6904	7111	163.76
	26	6134	6318	6508	6703	6904	7111	7324	168.69

Revised 06/21/2018
Updated as of 06/27/2018 Board Meeting

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.2

Date: July 18, 2019

Item: Revised Class Specification – Business Information Systems Analyst

Overview: All school districts in Santa Cruz County transitioned their financial and business management systems from Digital Schools to Escape on July 1, 2019. This transition has required and will continue to require significant support to be provided to the school sites and departments to ensure a smooth transition. This previously vacated position was a management position. As part of the restructuring of Business Services, the essential duties of this position have been modified and will now be a classified non-management bargaining unit position. The revised class description reflects these changes. This includes serving as a technical resource and providing direct support to end users, including district office and site personnel, outside agencies and others, on all aspects of an integrated financial system, human resources, payroll, purchasing, accounting and finance to ensure compliance with all laws, regulations, policies and procedures. The proposal of the revised class description includes placement of this position on Range 57 of the classified salary schedule, which is commensurate with the scope of work and similar positions in the market.

Recommendation: Approve the revised class specification as presented, place on Range 57 of the Classified salary schedule and include in the Human Resources job family.

Prepared by:

Pam Shanks, Director of Human Resources

CLASS TITLE: BUSINESS INFORMATION SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Chief Business Official or designee, assists in the creat~~es~~ion of end user business solutions in district wide business information system, which includes human resources, payroll, finance, budget preparation and purchasing. Ensures district business requirements are met and business operations are effective and efficient through their functional knowledge of the business information application. Provides direct support to sites and departments with all aspects of an integrated financial system. ~~a wide variety of project management, business process application, implementation services and services to district wide end users; supervise and evaluate the performance of assigned personnel.~~

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

~~Provide project management,~~Assists with implementation and testing of district business information systems; monitors and communicates progress of projects; translates business requirements into business solutions utilizing information systems functionality; and acts as liaison between district and county office of education to configure business solutions to ensure business requirements are met.

Serves as a technical resource and provides direct support to end users, including district office and site personnel, outside agencies and others, on all aspects of an integrated financial system, which includes human resources, payroll, purchasing, accounting and finance, to ensure compliance with all laws, regulations, policies and procedures.

~~Communicate with management to discuss potential business information~~Assists end users in the development and implementation of potential systems strategies to improve business workflow~~; automate business processes by using information system workflow technology; develops, with end users, test plans and procedures for implementation of~~ and added functionality to ensure compliance with program funding guidance, regulations and related matters.~~, custom reports, and system upgrades; responds to end user requests for assistance.~~

Troubleshoots end user problems and provides solutions when applicable. Works directly with end users to solve problems or communicates directly with county office of education to report system problems.

Provides training of business information system; develops courses and training materials for a diverse level of learning needs; utilizes various formats for training including classroom, on-line distance learning, webinars and others; makes technical presentations to a variety of audiences.

~~Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.~~

Approved by Personnel Commission: 10/15/15; revised: TBD

Develops end user reports utilizing the business information system report writer; writer and query tools; extracts files/data from business information system utilizing reporting tools such as spreadsheets or word processing software.

Performs system administration duties such as additions or deletions of users; develops and maintains appropriate levels of system access through security systems of the business information system.

Tracks functional upgrades in new releases of the business information system; educates end users on new functionality and implements new functionality as needed.

Operate with fluency a variety of technology devices including but not limited to a telephone, copier, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Comprehensive business information systems analysis and the business modules associated with human resources, payroll, finance, budget, and purchasing.
Project management and business information systems solutions implementation.
Problem diagnosis and troubleshooting techniques.
Basic theory, methods and practices of financial and statistical record keeping.
Security methods for managing business information system access.
Information and data gathering and presentation techniques.
Business information systems terminology, concepts, functions, policies and procedures.
Training and documentation methodologies.
Principles and practices of administration, supervision and training.
Organizational operations, policies and objectives.
Principles and methods of automated records system management.
Custom report writing utilizing the business information system report writer and query tools.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of technology devices, programs, and applications.
Modern office practices, procedures and equipment.

ABILITY TO:
Assist in the development, communication and execution of Develop, communicate and execute detailed project plans.
Define and document business requirements.
Create reports utilizing business information system report writer and query tools.
Read, understand, interpret and apply business information system manuals.

Approved by Personnel Commission: 10/15/15; revised: TBD

Assist in the Ddevelopment and support of conduct business information system training programs. for personnel.

Supervise and evaluate the performance of assigned personnel.

Communicate effectively both orally and in writing.

Operate fluently a variety of technology devises, programs and applications.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Determine appropriate action within clearly defined guidelines.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Prioritize and schedule work.

Maintain current knowledge of business information systems in the field.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in computer science, information systems, business administration, or a related field Bachelor's degree and three five years' experience in end user support services, systems analysis or related technically-based computer support experience. Two years in an educational environment preferred. business systems analysis, design or project management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Seeing to perform assigned activities.
Bending at the waist, kneeling or crouching.

Approved by Personnel Commission: 10/15/15; revised: TBD

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

2018-2019 SCHOOL YEAR
MINIMUM/MAXIMUM SALARY RANGE

Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accounting Specialist	40	3,212 / 18.46	3,372 / 19.38	3,541 / 20.35	3,718 / 21.37	3,905 / 22.44	4,099 / 23.56
Accounting Technician	44	3,544 / 20.37	3,722 / 21.39	3,908 / 22.46	4,103 / 23.58	4,308 / 24.76	4,524 / 26.00
Administrative Assistant I	41	3,292 / 18.92	3,457 / 19.87	3,630 / 20.86	3,811 / 21.90	4,002 / 23.00	4,202 / 24.15
Administrative Assistant II	42	3,374 / 19.39	3,543 / 20.36	3,720 / 21.38	3,906 / 22.45	4,101 / 23.57	4,307 / 24.75
Administrative Assistant III	43	3,457 / 19.87	3,630 / 20.86	3,811 / 21.90	4,002 / 23.00	4,202 / 24.15	4,413 / 25.36
Administrative Secretary I	35	2,838 / 16.31	2,981 / 17.13	3,130 / 17.99	3,287 / 18.89	3,450 / 19.83	3,623 / 20.82
Administrative Secretary II	37	2,982 / 17.14	3,132 / 18.00	3,289 / 18.90	3,454 / 19.85	3,626 / 20.84	3,807 / 21.88
Administrative Secretary III	40	3,212 / 18.46	3,372 / 19.38	3,541 / 20.35	3,718 / 21.37	3,905 / 22.44	4,099 / 23.56
Alternative Media Specialist	42	3,374 / 19.39	3,543 / 20.36	3,720 / 21.38	3,906 / 22.45	4,101 / 23.57	4,307 / 24.75
Assessment Specialist	48	3,913 / 22.49	4,108 / 23.61	4,313 / 24.79	4,529 / 26.03	4,755 / 27.33	4,994 / 28.70
Attendance Specialist	40	3,212 / 18.46	3,372 / 19.38	3,541 / 20.35	3,718 / 21.37	3,905 / 22.44	4,099 / 23.56
Behavior Technician	41	3,292 / 18.92	3,457 / 19.87	3,630 / 20.86	3,811 / 21.90	4,002 / 23.00	4,202 / 24.15
Benefits Analyst	55	4,653 / 26.74	4,886 / 28.08	5,130 / 29.48	5,385 / 30.95	5,655 / 32.50	5,939 / 34.13
Benefits Specialist	48	3,913 / 22.49	4,108 / 23.61	4,313 / 24.79	4,529 / 26.03	4,755 / 27.33	4,994 / 28.70
Business Information Systems Analyst	57	4,889 / 28.10	5,135 / 29.51	5,392 / 30.99	5,662 / 32.54	5,946 / 34.17	6,243 / 35.88
Buyer	46	3,724 / 21.40	3,910 / 22.47	4,105 / 23.59	4,310 / 24.77	4,526 / 26.01	4,752 / 27.31
Campus Safety & Security Office	34	2,768 / 15.91	2,908 / 16.71	3,054 / 17.55	3,207 / 18.43	3,367 / 19.35	3,536 / 20.32
Career Development Specialist I	44	3,544 / 20.37	3,722 / 21.39	3,908 / 22.46	4,103 / 23.58	4,308 / 24.76	4,524 / 26.00
Career Development Specialist II	46	3,724 / 21.40	3,910 / 22.47	4,105 / 23.59	4,310 / 24.77	4,526 / 26.01	4,752 / 27.31
Child Welfare & Attendance Analyst	55	4,653 / 26.74	4,886 / 28.08	5,130 / 29.48	5,385 / 30.95	5,655 / 32.50	5,939 / 34.13
Communications Technician	53	4,428 / 25.45	4,649 / 26.72	4,882 / 28.06	5,126 / 29.46	5,382 / 30.93	5,652 / 32.48
Community Service Liaison I	33	2,700 / 15.52	2,836 / 16.30	2,979 / 17.12	3,129 / 17.98	3,285 / 18.88	3,449 / 19.82
Community Service Liaison II	37	2,982 / 17.14	3,132 / 18.00	3,289 / 18.90	3,454 / 19.85	3,626 / 20.84	3,807 / 21.88
Custodian	35	2,838 / 16.31	2,981 / 17.13	3,130 / 17.99	3,287 / 18.89	3,450 / 19.83	3,623 / 20.82
Data Entry Assistant	34	2,768 / 15.91	2,908 / 16.71	3,054 / 17.55	3,207 / 18.43	3,367 / 19.35	3,536 / 20.32
Database Systems Analyst	54	4,540 / 26.09	4,766 / 27.39	5,004 / 28.76	5,255 / 30.20	5,518 / 31.71	5,794 / 33.30
Department Staff Accountant	52	4,320 / 24.83	4,536 / 26.07	4,762 / 27.37	5,001 / 28.74	5,251 / 30.18	5,514 / 31.69
Dispatcher	46	3,724 / 21.40	3,910 / 22.47	4,105 / 23.59	4,310 / 24.77	4,526 / 26.01	4,752 / 27.31
District Receptionist	33	2,700 / 15.52	2,836 / 16.30	2,979 / 17.12	3,129 / 17.98	3,285 / 18.88	3,449 / 19.82
District Student Attendance Info. Specialist	52	4,320 / 24.83	4,536 / 26.07	4,762 / 27.37	5,001 / 28.74	5,251 / 30.18	5,514 / 31.69
District Technology Support Technician	53	4,428 / 25.45	4,649 / 26.72	4,882 / 28.06	5,126 / 29.46	5,382 / 30.93	5,652 / 32.48
District Translator	40	3,212 / 18.46	3,372 / 19.38	3,541 / 20.35	3,718 / 21.37	3,905 / 22.44	4,099 / 23.56
District Warehouse Lead	39	3,134 / 18.01	3,290 / 18.91	3,456 / 19.86	3,628 / 20.85	3,809 / 21.89	3,999 / 22.98
Energy Management Technician	51	4,214 / 24.22	4,425 / 25.43	4,646 / 26.70	4,879 / 28.04	5,123 / 29.44	5,378 / 30.91
Executive Assistant	48	3,913 / 22.49	4,108 / 23.61	4,313 / 24.79	4,529 / 26.03	4,755 / 27.33	4,994 / 28.70
Family Services Advocate	36	2,909 / 16.72	3,055 / 17.56	3,209 / 18.44	3,369 / 19.36	3,537 / 20.33	3,715 / 21.35
Food & Nutrition Srvs Warehouse Lead	39	3,134 / 18.01	3,290 / 18.91	3,456 / 19.86	3,628 / 20.85	3,809 / 21.89	3,999 / 22.98
Food and Nutrition Services Assistant	28	2,387 / 13.72	2,507 / 14.41	2,633 / 15.13	2,765 / 15.89	2,902 / 16.68	3,047 / 17.51
Food and Nutrition Services Cook/Baker I	32	2,634 / 15.14	2,767 / 15.90	2,906 / 16.70	3,052 / 17.54	3,205 / 18.42	3,365 / 19.34
Food and Nutrition Services Cook/Baker II	34	2,768 / 15.91	2,908 / 16.71	3,054 / 17.55	3,207 / 18.43	3,367 / 19.35	3,536 / 20.32
Food and Nutrition Services Site Leader I	35	2,838 / 16.31	2,981 / 17.13	3,130 / 17.99	3,287 / 18.89	3,450 / 19.83	3,623 / 20.82
Food and Nutrition Services Site Leader II	36	2,909 / 16.72	3,055 / 17.56	3,209 / 18.44	3,369 / 19.36	3,537 / 20.33	3,715 / 21.35
Food and Nutrition Services Site Leader III	38	3,057 / 17.57	3,210 / 18.45	3,370 / 19.37	3,539 / 20.34	3,717 / 21.36	3,903 / 22.43
Food and Nutrition Services Site Leader IV	41	3,292 / 18.92	3,457 / 19.87	3,630 / 20.86	3,811 / 21.90	4,002 / 23.00	4,202 / 24.15
Groundskeeper I	36	2,909 / 16.72	3,055 / 17.56	3,209 / 18.44	3,369 / 19.36	3,537 / 20.33	3,715 / 21.35

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

2018-2019 SCHOOL YEAR
MINIMUM/MAXIMUM SALARY RANGE

Title	Range	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
Groundskeeper II	40	3,212	18.46	3,372	19.38	3,541	20.35	3,718	21.37	3,905	22.44	4,099	23.56
Guidance Specialist	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
Health Care Assistant	35	2,838	16.31	2,981	17.13	3,130	17.99	3,287	18.89	3,450	19.83	3,623	20.82
Heavy Equipment Mechanic	47	3,818	21.94	4,009	23.04	4,209	24.19	4,420	25.40	4,641	26.67	4,872	28.00
Human Resources Analyst	55	4,653	26.74	4,886	28.08	5,130	29.48	5,385	30.95	5,655	32.50	5,939	34.13
Human Resources Specialist	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Human Resources Technician	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Information Systems Technician I	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70
Information Systems Technician II	53	4,428	25.45	4,649	26.72	4,882	28.06	5,126	29.46	5,382	30.93	5,652	32.48
Instructional Asst. Child Development	29	2,446	14.06	2,568	14.76	2,697	15.50	2,833	16.28	2,974	17.09	3,122	17.94
Instructional Asst. General Education	28	2,387	13.72	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51
Instructional Asst. Migrant Education	30	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51	3,200	18.39
Instructional Asst. Mild/Moderate	34	2,768	15.91	2,908	16.71	3,054	17.55	3,207	18.43	3,367	19.35	3,536	20.32
Instructional Asst. Moderate/Severe	38	3,057	17.57	3,210	18.45	3,370	19.37	3,539	20.34	3,717	21.36	3,903	22.43
Instructional Asst. Speech	38	3,057	17.57	3,210	18.45	3,370	19.37	3,539	20.34	3,717	21.36	3,903	22.43
Interpreter Tutor/Sign Language	45	3,633	20.88	3,814	21.92	4,005	23.02	4,206	24.17	4,416	25.38	4,637	26.65
Language Support Liaison I	31	2,570	14.77	2,699	15.51	2,834	16.29	2,975	17.10	3,125	17.96	3,282	18.86
Language Support Liaison II	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Lead Custodian I	39	3,134	18.01	3,290	18.91	3,456	19.86	3,628	20.85	3,809	21.89	3,999	22.98
Lead Custodian II	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
Lead Groundskeeper	47	3,818	21.94	4,009	23.04	4,209	24.19	4,420	25.40	4,641	26.67	4,872	28.00
Lead Heavy Equipment Mechanic	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist Carpenter	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist Electrician	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist HVAC	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist Painter	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Lead Maintenance Specialist Plumber	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Library Media Technician	35	2,838	16.31	2,981	17.13	3,130	17.99	3,287	18.89	3,450	19.83	3,623	20.82
Licensed Vocational Nurse	46	3,724	21.40	3,910	22.47	4,105	23.59	4,310	24.77	4,526	26.01	4,752	27.31
MAA/LEA Special Projects Accountant	55	4,653	26.74	4,886	28.08	5,130	29.48	5,385	30.95	5,655	32.50	5,939	34.13
Mail/Delivery Driver	28	2,387	13.72	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51
Maintenance Specialist	45	3,633	20.88	3,814	21.92	4,005	23.02	4,206	24.17	4,416	25.38	4,637	26.65
Migrant Outreach Specialist	39	3,134	18.01	3,290	18.91	3,456	19.86	3,628	20.85	3,809	21.89	3,999	22.98
Office Assistant I	28	2,387	13.72	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51
Office Assistant II	32	2,634	15.14	2,767	15.90	2,906	16.70	3,052	17.54	3,205	18.42	3,365	19.34
Office Manager-Adult Education	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Paraprofessional-Dual Language Immersion Prgm	30	2,507	14.41	2,633	15.13	2,765	15.89	2,902	16.68	3,047	17.51	3,200	18.39
Parent Education Specialist	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Payroll Analyst	50	4,112	23.63	4,317	24.81	4,533	26.05	4,759	27.35	4,997	28.72	5,248	30.16
Payroll Technician	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Planning Specialist	51	4,214	24.22	4,425	25.43	4,646	26.70	4,879	28.04	5,123	29.44	5,378	30.91
Plant Operations Leader	44	3,544	20.37	3,722	21.39	3,908	22.46	4,103	23.58	4,308	24.76	4,524	26.00
Pool Maintenance Technician	36	2,909	16.72	3,055	17.56	3,209	18.44	3,369	19.36	3,537	20.33	3,715	21.35
Print Production Operator	41	3,292	18.92	3,457	19.87	3,630	20.86	3,811	21.90	4,002	23.00	4,202	24.15
Project Specialist	48	3,913	22.49	4,108	23.61	4,313	24.79	4,529	26.03	4,755	27.33	4,994	28.70

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
2018-2019 SCHOOL YEAR
MINIMUM/MAXIMUM SALARY RANGE

Title	Range	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
Purchasing Specialist	42	3,374	/ 19.39	3,543	/ 20.36	3,720	/ 21.38	3,906	/ 22.45	4,101	/ 23.57	4,307	/ 24.75
Registrar	39	3,134	/ 18.01	3,290	/ 18.91	3,456	/ 19.86	3,628	/ 20.85	3,809	/ 21.89	3,999	/ 22.98
Registration Specialist I	34	2,768	/ 15.91	2,908	/ 16.71	3,054	/ 17.55	3,207	/ 18.43	3,367	/ 19.35	3,536	/ 20.32
Registration Technician-Healthy Start	37	2,982	/ 17.14	3,132	/ 18.00	3,289	/ 18.90	3,454	/ 19.85	3,626	/ 20.84	3,807	/ 21.88
School Bus Driver Trainee	33	2,700	/ 15.52	2,836	/ 16.30	2,979	/ 17.12	3,129	/ 17.98	3,285	/ 18.88	3,449	/ 19.82
School Bus Driver	37	2,982	/ 17.14	3,132	/ 18.00	3,289	/ 18.90	3,454	/ 19.85	3,626	/ 20.84	3,807	/ 21.88
School Bus Driver/Fueler	40	3,212	/ 18.46	3,372	/ 19.38	3,541	/ 20.35	3,718	/ 21.37	3,905	/ 22.44	4,099	/ 23.56
School Bus Driver/Parts Technician	40	3,212	/ 18.46	3,372	/ 19.38	3,541	/ 20.35	3,718	/ 21.37	3,905	/ 22.44	4,099	/ 23.56
School Bus Driver-Dlgtd Behind-Wheel Trainer	41	3,292	/ 18.92	3,457	/ 19.87	3,630	/ 20.86	3,811	/ 21.90	4,002	/ 23.00	4,202	/ 24.15
School Bus Driver-Instructor/Trainer	43	3,457	/ 19.87	3,630	/ 20.86	3,811	/ 21.90	4,002	/ 23.00	4,202	/ 24.15	4,413	/ 25.36
School Office Assistant	33	2,700	/ 15.52	2,836	/ 16.30	2,979	/ 17.12	3,129	/ 17.98	3,285	/ 18.88	3,449	/ 19.82
School Vehicle Driver	33	2,700	/ 15.52	2,836	/ 16.30	2,979	/ 17.12	3,129	/ 17.98	3,285	/ 18.88	3,449	/ 19.82
Senior Accountant	57	4,889	/ 28.10	5,135	/ 29.51	5,392	/ 30.99	5,662	/ 32.54	5,946	/ 34.17	6,243	/ 35.88
Senior Buyer	48	3,913	/ 22.49	4,108	/ 23.61	4,313	/ 24.79	4,529	/ 26.03	4,755	/ 27.33	4,994	/ 28.70
Service Mechanic	44	3,544	/ 20.37	3,722	/ 21.39	3,908	/ 22.46	4,103	/ 23.58	4,308	/ 24.76	4,524	/ 26.00
Site Technology Support Technician	50	4,112	/ 23.63	4,317	/ 24.81	4,533	/ 26.05	4,759	/ 27.35	4,997	/ 28.72	5,248	/ 30.16
Special Education Program Support Technician	40	3,212	/ 18.46	3,372	/ 19.38	3,541	/ 20.35	3,718	/ 21.37	3,905	/ 22.44	4,099	/ 23.56
Staff Accountant	55	4,653	/ 26.74	4,886	/ 28.08	5,130	/ 29.48	5,385	/ 30.95	5,655	/ 32.50	5,939	/ 34.13
Student Data Technician-SELPA	41	3,292	/ 18.92	3,457	/ 19.87	3,630	/ 20.86	3,811	/ 21.90	4,002	/ 23.00	4,202	/ 24.15
Student Information Specialist	45	3,633	/ 20.88	3,814	/ 21.92	4,005	/ 23.02	4,206	/ 24.17	4,416	/ 25.38	4,637	/ 26.65
Student Services Specialist	48	3,913	/ 22.49	4,108	/ 23.61	4,313	/ 24.79	4,529	/ 26.03	4,755	/ 27.33	4,994	/ 28.70
Testing Technician I	31	2,570	/ 14.77	2,699	/ 15.51	2,834	/ 16.29	2,975	/ 17.10	3,125	/ 17.96	3,282	/ 18.86
Testing Technician II	38	3,057	/ 17.57	3,210	/ 18.45	3,370	/ 19.37	3,539	/ 20.34	3,717	/ 21.36	3,903	/ 22.43
Textbook Technician	38	3,057	/ 17.57	3,210	/ 18.45	3,370	/ 19.37	3,539	/ 20.34	3,717	/ 21.36	3,903	/ 22.43
Theater Technician	43	3,457	/ 19.87	3,630	/ 20.86	3,811	/ 21.90	4,002	/ 23.00	4,202	/ 24.15	4,413	/ 25.36
Translator/Interpreter	38	3,057	/ 17.57	3,210	/ 18.45	3,370	/ 19.37	3,539	/ 20.34	3,717	/ 21.36	3,903	/ 22.43
Utility Worker	37	2,982	/ 17.14	3,132	/ 18.00	3,289	/ 18.90	3,454	/ 19.85	3,626	/ 20.84	3,807	/ 21.88
Warehouse Delivery Worker (FS)	32	2,634	/ 15.14	2,767	/ 15.90	2,906	/ 16.70	3,052	/ 17.54	3,205	/ 18.42	3,365	/ 19.34
Warehouse Worker/Delivery Driver	33	2,700	/ 15.52	2,836	/ 16.30	2,979	/ 17.12	3,129	/ 17.98	3,285	/ 18.88	3,449	/ 19.82
Workers' Compensation Analyst	55	4,653	/ 26.74	4,886	/ 28.08	5,130	/ 29.48	5,385	/ 30.95	5,655	/ 32.50	5,939	/ 34.13

18-19 3% Increase

JOB FAMILIES

ACCOUNTING/FISCAL	RANGE
Accounting Specialist	40
Attendance Specialist	40
Accounting Technician	44
Payroll Technician	44
Payroll Analyst	50
Department Staff Accountant	52
District Student Attendance Info. Specialist	52
Staff Accountant	55
MAA/LEA Special Projects Accountant	55
Senior Accountant	57

CUSTODIAL	RANGE
Custodian	35
Utility Worker	37
Lead Custodian I	39
Lead Custodian II	41
Plant Operations Leader	44

FACILITIES/MAINTENANCE	RANGE
Pool Maintenance Technician	36
Maintenance Specialist	45
Lead Maintenance Specialist Carpenter	50
Lead Maintenance Specialist Electrician	50
Lead Maintenance Specialist Painter	50
Lead Maintenance Specialist Plumber	50
Lead Maintenance Specialist HVAC	50
Energy Management Technician	51
Planning Specialist	51

FOOD SERVICES	RANGE
Food & Nutrition Services Assistant	28
Food & Nutrition Services Cook/Baker I	32
Food & Nutrition Services Cook/Baker II	34
Food & Nutrition Services Site Leader I	35
Food & Nutrition Services Site Leader II	36
Food & Nutrition Services Site Leader III	38
Food & Nutrition Services Site Leader IV	41

Revised: 5/05/2016 Class Titles
Revised 7/1/2017 Pay Ranges

GROUNDS	RANGE
Groundskeeper I	36
Groundskeeper II	40
Lead Groundskeeper	47

INSTRUCTIONAL	RANGE
Instructional Asst.-General Ed.	28
Instructional Asst.-Child Development	29
Instructional Asst.-Migrant Ed.	30
Paraprofessional-Dual Language Immersion Program	30
Instructional Asst. Mild/Moderate	34
Instructional Asst. Moderate/Severe	38
Instructional Asst. Speech	38
SPED Program Support Technician	40
Behavior Technician	41
Alternative Media Specialist	42
Interpreter Tutor/Sign Language	45

SUPPORT/GUIDANCE	RANGE
Language Support Liaison I	31
Community Service Liaison I	33
Campus Safety & Security Officer	34
Health Care Assistant	35
Language Support Liaison II	36
Parent Education Specialist	36
Registration Technician-Healthy Start	37
Community Service Liaison II	37
Translator-Interpreter	38
Migrant Outreach Specialist	39
District Translator	40
Guidance Specialist	41
Career Development Specialist I	44
Career Development Specialist II	46
Licensed Vocational Nurse	46
Project Specialist	48
Child Welfare & Attendance Analyst	55

MEDIA	RANGE
Library Media Technician	35
Textbook Technician	38
Print Production Operator	41
Theater Technician	43

SECRETARIAL/CLERICAL	RANGE
Office Assistant I	28
Office Assistant II	32
School Office Assistant	33
District Receptionist	33
Data Entry Assistant	34
Registration Specialist I	34
Administrative Secretary I	35
Administrative Secretary II	37
Registrar	39
Administrative Secretary III	40
Administrative Assistant I	41
Student Data Technician-SELPA	41
Administrative Assistant II	42
Administrative Assistant III	43
Office Manager-Adult Education	44
Executive Assistant	48
Student Services Specialist	48

STOREKEEPING/SUPPLIES	RANGE
Mail/Delivery Driver	28
Warehouse Delivery Worker (FS)	32
Warehouse Worker/Delivery Driver	33
District Warehouse Lead	39
Food & Nutrition Services Warehouse Lead	39
Purchasing Specialist	42
Buyer	46
Senior Buyer	48

TECHNOLOGY	RANGE
Student Information Specialist	45
Information Systems Technician I	48
Site Technology Support Technician	50
Information System Technician II	53
District Technology Support Technician	53
Communications Technician	53
Database Systems Analyst	54

TRANSPORTATION/MAINTENANCE	RANGE
School Vehicle Driver	33
School Bus Driver Trainee	33
School Bus Driver	37
School Bus Driver/Parts Technician	40
School Bus Driver/Fueler	40
School Bus Driver/Delegated Behind-the-Wheel Trainer	41
School Bus Driver/Instructor/Trainer	43
Service Mechanic	44

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Revised 7/1/2017 Pay Ranges

TRANSPORTATION/MAINTENANCE (CONT)	RANGE
Dispatcher	46
Heavy Equipment Mechanic	47
Lead Heavy Equipment Mechanic	50

HUMAN RESOURCES	RANGE
Human Resources Technician	44
Human Resources Specialist	48
Human Resources Analyst	55
Workers' Compensation Analyst	55
Business Information Systems Analyst	57

PROGRAM EVALUATION	RANGE
Testing Technician I	31
Testing Technician II	38
Assessment Specialist	48

BENEFITS	RANGE
Benefits Specialist	48
Benefits Analyst	55