MEMORANDUM OF UNDERSTANDING (MOU)

REVISED JOB DESCRIPTIONS AND RECLASSIFICATIONS MOU

BETWEEN
PALO VERDE COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 180

Pursuant to negotiations between the Palo Verde Community College District ("District") and the California School Employees Association and its Chapter 180 ("CSEA") (collectively "Parties") the following Memorandum of Understanding (MOU) is in regards to changes to existing classified job descriptions in the District. As a result of the Parties negotiations over these topics, and without admitting liability or wrong-doing, CSEA and the District have agreed to the following:

A. NEW CLASSIFICATIONS

1. Business Services Technician I (Marquez)

a) On January 6, 2015, Julene Marquez returned to work after the expiration of a long-term leave and was reinstated to a position comparable in responsibility to the one she had vacated per Article 8, Section 12, pending the creation of a new job description, Business Services Technician I.

b) The District and CSEA agree that, effective as of the ratification date of this MOU, a new *Business Services Technician I* job description shall be created and enclosed hereto as Attachment A and incorporated into this MOU by this reference. Ms. Marquez shall be placed in this classification as a *Business Services Technician I*, and shall be credited with an original date of hire to the new *Business Services Technician I* classification of January 6, 2015, which also shall be credited to Ms. Marquez's seniority in her class ("job family").

B. UPDATED AND/OR RECLASSIFIED JOB DESCRIPTIONS

1. Instructional Services Technician I (Chavez, Cockrell, Lainez and McBroom)

a) For the 2014-15 reclassification cycle, Brandi Chavez, Esther McBroom, and Elizabeth Cockrell all applied for reclassification for their current positions. Silvia Lainez also applied for reclassification two times in previous years. The District and CSEA agree that effective July 1, 2015, Chavez, McBroom, Cockrell and Lainez all shall be reclassified into a new *Instructional Services Technician I* classification as enclosed hereto as Attachment B and incorporated into this MOU by this reference.

b) Each employee shall also be credited with her full seniority, as earned in her current job description and job family ("class") as if each employee's years of service were earned due to service in the new *Instructional Services Technician I* classification. Thereafter, the Instructional Services Secretary, Distance Education Clerk, and the Nursing/Faculty Secretary job descriptions shall be deleted from the classified service as enclosed herein as Attachment C, and incorporated into this MOU by this reference.

c) As per Article 5 Section 18, the four employees reclassified under this paragraph shall be placed into the salary Range specified for the new *Instructional Services Technician I* classification at a Step that is not less than 5% of each employee's current salary, retroactive to July 1, 2015.

d) Ms. McBroom's out-of-class pay differential of 5% will be based on her new Instructional Services Technician I pay, retroactive to July 1, 2015, until such time as she is no longer working out of class.

2. **Administrative Services Technician (Slagan)**

a) In March 2015, Stephanie Slagan applied for a reclassification of her current Administrative Services Technician position.

b) The District and CSEA agree that, effective as of the ratification date of this MOU, a new *Fiscal Services Specialist* job description shall be created and attached hereto as Attachment D and incorporated into this MOU by this reference. Ms. Slagan shall be reclassified into the new *Fiscal Services Specialist* classification, and Ms. Slagan shall be credited with an original date of hire to this classification as of July 1, 2015, which shall be also be credited to Ms. Slagan's seniority in the class ("job family").

c) As per Article 5 Section 18, Ms. Slagan shall be placed into the salary Range specified for the new *Fiscal Services Specialist* classification at a Step that is not less than 5% of her current salary, retroactive to July 1, 2015.

3. **Executive Secretary (Johnson)**

a) The District and CSEA agree that, effective as of the ratification date of this MOU, a new *Administrative Assistant* classification shall be created and attached hereto as Attachment E and incorporated into this MOU by this reference. Jeanie Johnson, the only current Executive Secretary (Needles Center), shall be reclassified into the new Administrative Assistant classification, and credited with her full seniority, as earned in her current job description and job family ("class") as if her years of service were earned due to service in the new *Administrative Assistant* classification. Thereafter, all Executive Secretary job descriptions shall be deleted from the classified service as enclosed herein as Attachment F, and incorporated into this MOU by this reference.

b) As per Article 5 Section 18, Ms. Johnson shall be placed into the salary Range specified for the new *Administrative Assistant* classification at a Step that is not less than 5% of her current salary, retroactive to July 1, 2015.

C. TERM AND APPLICABILITY OF MOU

1. This Memorandum of Understanding (MOU) is subject to review under CSEA's Policy 610 and approval by the Palo Verde Community College District's Board of Trustees.

2. This MOU shall be reviewed and/or approved separately from all other items agreed upon by the Parties as part of the 2015-16 successor agreement negotiations.

3. The specific terms of this MOU are intended to address the unique circumstances contained herein, and shall not constitute a past practice nor establish any precedent for future cases.

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Agreed to this 27th day of January, 2016 at Blythe, California.

For Palo Verde College	For CSEA and its Chapter 180
Donald J. Wallace	
	Esther McBram

Attachment A

BUSINESS SERVICES TECHNICIAN I

New Job Description

PALO VERDE COMMUNITY COLLEGE DISTRICT

BUSINESS SERVICES TECHNICIAN I

NATURE OF THE POSITION

Under the direction of the Director of Fiscal Services or designee, the Business Services Technician I provides professional customer service, responsible for administrative office support, perform technical/data entry duties in the preparation and processing student payments, assist with facility reporting, physical inventory.

ACCOUNTABILITY OBJECTIVES

1. Provide administrative, secretarial and office support.
2. Provide basic secretarial duties, such as preparation of letters and memorandums, proofreading, and attend meetings to take notes and transcribe as required.
3. Process Board agenda items business services and submitting for approval.
4. Prepare a variety of reports, including program review data, budget documents and other reports as required.
5. Scheduling appointments, and arranging a variety of conferences, staff meetings, committee meetings, and other activities.
6. Maintain office supplies inventory for business services.
7. Maintain fiscal files for student receivables, categorical, state and federal reporting, and county records.
8. Collection of enrollment fees, tuition fees, Associated Student Government fees and other student-related fees using the cash register and post to student accounts in DataTel and report any issues as necessary to the appropriate department.
9. Assist with student receivables, including: preparation of the 1098T's, student account communications, and research.
10. Handle receipt of funds into the district. Assist with the processing of payments and deposits. Assist with the banking for the department.
11. Prepare travel arrangements for department staff.
12. Assist with the maintenance of the district copier services including but not limited to service calls, supplies, and assistance with the use of the machine.
13. Prepare outgoing mail and packages for the post office and other delivery services.
14. Provide support to accounts payable which includes audit of accounts payable documents for accuracy and distribution of the checks as appropriate.

15. Receive and distribute all packages for the district. Ensure delivery of equipment and supplies to the appropriate parties.
16. Assist with the physical inventory for the district.
17. Control the inventory, collection and distribution of District's keys.
18. Assist with State facilities reporting as required by the Chancellor's Office.
19. Performs other related duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

1. High School diploma or GED equivalent.
2. Three years progressing office leadership or related office experience.
3. Ability to communicate effectively orally and in writing.
4. Passage of the College's clerical skills tests.
5. Type at 40 wpm with 100% accuracy
6. Knowledge of and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, PowerPoint, Outlook), personal computers, and the internet.
7. Demonstrated sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS

1. Associate's degree from an accredited institution

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Full Time position, 40 hours per week, 12 months. May include evening and weekend duty.
2. Row 5 on the Classified salary schedule.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance as accorded per CSEA agreement.

Attachment B

INSTRUCTIONAL SERVICES TECHNICIAN I

New Job Description

PALO VERDE COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL SERVICES TECHNICIAN I

NATURE OF THE POSITION

Under the direction of the assigned administrator, the Instructional Services Technician I performs specialized duties requiring a working knowledge of instructional service areas and the functions involved therein, as well as the use of initiative and independent judgment within procedural and policy limits. This position provides information to the public, performs a variety of clerical duties, and provides utilitarian assistance to all departments within the scope of the Instructional Services unit.

DUTIES AND RESPONSIBILITIES

1. Provides support to assigned Instructional Services programs and services, assisting in the coordination of the day-to-day operations and workflow of the department.
2. Answers, screens, and routes incoming calls in assigned area for all staff and faculty employees.
3. Provides routine information to employees, students and the public as requested.
4. Understands functions of other offices and makes appropriate referrals.
5. Performs clerical work such as typing, proofreading, filing, and digitally archiving documents.
6. Collects and distributes instructional materials as assigned.
7. Assists with filing and digitally archiving documents.
8. Assists with the inputting and retrieval of academic registrations, including admissions applications (electronic and paper), assessment results, enrollments, course drops/adds, course withdrawals, and related personal student information.
9. Train work-study students in assigned service areas.
10. Assists with MIS data entry as directed.
11. Communicate to faculty, staff, vendors, students, or other stakeholders, the availability of, or changes to, texts, courses or course materials, programs, services, or applications.
12. Prepare and distribute schedules and learning resource information, such as course offerings, classrooms, laboratories, equipment, and web sites.
13. Travel to various education sites such as, but not limited to, prison institutions. Attend staff meetings along with appropriate workshops and conferences related to assigned areas of responsibility.
14. Processes a variety of documents and information related to enrollment and the maintenance of student permanent records.
15. Performs other duties as assigned by administration.

REQUIRED QUALIFICATIONS

1. High School graduate or GED equivalent.
2. Ability to type 40 wpm with 100% accuracy.
3. Ability to communicate effectively orally and in writing.
4. Ability to perform duties requiring attention to detail.
5. Ability to work under time constraints.
6. Knowledge of and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, PowerPoint, Outlook), personal computers, and the internet.
7. Ability to pass the District's clerical skills tests.
8. Knowledge of Record-keeping techniques.
9. Demonstrated sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS

1. Associate's degree from an accredited institution.
2. Knowledge of California Community College systems and operations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Full Time position, 40 hours per week, 12 months. May include evening and weekend duty.
2. Row 5 on the Classified salary schedule.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance as accorded per CSEA agreement.

Attachment C

INSTRUCTIONAL SERVICES SECRETARY
DISTANCE EDUCATION CLERK
NURSING/FACULTY SECRETARY

Deleted Job Descriptions

PALO VERDE COMMUNITY COLLEGE DISTRICT

SECRETARY OF INSTRUCTIONAL SERVICES

NATURE OF THE POSITION:

Under the direction of the Vice President of Instructional Services, the Secretary is responsible for office operations to the assigned office.

ACCOUNTABILITY:

1. Provide support for Instructional Services.
2. Provide support services for faculty as needed.
3. Compose and type routine memoranda and correspondence from brief verbal or written instructions that may deal with privileged or sensitive information and data.
4. Take summary notes of meetings and conferences.
5. Establish and maintain numerical, alphabetical, and subject matter files.
6. Operate a computer terminal, and use a variety of application of software.
7. Assist and arrange schedules of conferences, meetings, and workshops.
8. Assist with budget planning and expenditure control processes.
9. Assist with the activities of the Advisory Committee for their department.
10. Compile information and prepare reports as required.
11. Provide information about department programs to staff and students.
12. Maintain office supplies and equipment.
13. Review records, reports, and data for accuracy, completeness, and compliance with predetermined and standardized procedures.
14. Stay current with regulations pertaining to the department and available campus programs.
15. Prepare input data for a computerized record management, storage, and retrieval system, and utilize the output reports in the operational functions of the office to which assigned.
16. Answer and refer incoming telephone calls and mail.
17. Assist with class registration and processing.
18. Assist with curriculum and schedule development.
19. Assist in administering faculty evaluation forms.
20. Provide all liaison activities for outreach programs.
21. Perform other secretarial duties as assigned.

REQUIRED QUALIFICATIONS:

1. Typing skills at 40 wpm.
2. High school diploma or equivalent.
3. Demonstrated ability in human relations.
4. Ability to perform duties requiring attention to detail.
5. Ability to pass the PVC clerical skills test.
6. Physical ability to work effectively in an environment which is typical of this position.
7. Ability to utilize computer in terms of data entry, retrieval, and report preparation.

PREFERRED QUALIFICATIONS:

1. Ability to transcribe from meeting notes and recordings into reports.
2. Certificate in office occupations or an AA/AS degree.
3. Prior experience in secretarial work.

LENGTH OF CONTRACT:

Full Time - 40 hours per week - 12 months - evening hours and weekend duty may be assigned.

CLASSIFICATION:

Class 4 of the Classified Employee Salary Schedule.

POSITION STATUS/BENEFITS:

This is a bargaining unit position. Regular fringe benefit package will be accorded as per CSEA contract.

Ron Wallace

Richard Hoch Jr.

Esther McBroom

PALO VERDE COMMUNITY COLLEGE DISTRICT

DISTANCE EDUCATION CLERK

NATURE OF THE POSITION

The Distance Education Clerk will report to the Assistant Dean of Distance Education and assist in the distribution of all distance education materials to community and inmate students. The Clerk will maintain the distance education area in the Learning Skills Center.

ACCOUNTABILITY OBJECTIVES:

1. Distribute correct syllabi to community students.
2. Set up distance education section in Learning Skills Center.
3. Proctor student examinations.
4. Distribute assignment/examinations on a timely basis per instructor/office rules/request.
5. Facilitate courier service with Ironwood State Prison/Spring Street (includes putting work in instructor mailboxes on a timely basis).
6. Maintain original copies of all syllabi, handouts, and examinations (so students are not turned away due to the lack of availability of needed course materials).
7. Coordinate video taping of selected classes to include but not limited to: video taping classes, editing as required, making copies for distribution, tracking delivery and return, cataloging and storage, and assisting other video recorders.
8. Operate office related equipment to include but not limited to: computers and related software, printers, typewriter, photocopy machines, fax, video and audio equipment.
9. Provide copy service and administrative support for distance education staff and faculty.
10. Compile information and assist in preparation of reports as required.
11. Maintain files and records.
12. Maintain office equipment and supplies.
13. Answer and refer incoming telephone calls and mail.
14. All other duties as assigned.

REQUIRED QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Demonstrated ability in human relations.
3. Abilities to perform duties requiring attention to detail.
4. Ability to operate office, video and audio equipment in a safe and effective manner.
5. Ability to work independently.
6. Ability to pass the Clerical Skills Testing requirements
7. Physical ability to work effectively in an environment which is typical of this position.

CLASSIFICATION:

Classification 3 on the Classified Salary Schedule.

BENEFITS AND POSITION STATUS:

12 month position – 40 hours per week (evening and weekend duties may be assigned).

This is a bargaining unit position. Regular fringe benefits as accorded as per CSEA agreement.

Ron Wallace

Esther McBroom

PALO VERDE COMMUNITY COLLEGE DISTRICT

NURSING and FACULTY SECRETARY

NATURE OF THE POSITION:

Under the supervision of the Associate Dean of Nursing, the secretary is responsible for office operations and secretarial functions for Nursing and Faculty clerical services.

ACCOUNTABILITY:

1. Assist in preparation of reports as required by the Board of Vocational Nursing.
2. Assists with arranging for advisory committee meetings and CNA, EMT and LVN completion ceremonies.
3. Schedule appointments for students with the Associate Dean of Nursing for counseling and advising.
4. Assist with paperwork for admission of new LVN and CNA students.
5. Assist with paperwork for and proctoring of state certification tests for CNA's, CPT-1, and ATI testing.
6. Compose and type routine memoranda and correspondence from brief verbal or written instructions that may deal with privileged or sensitive information and data.
7. Maintains files and records.
8. May take summary notes of meetings and conferences, and transcribe them into meeting report form.
9. Review records, reports, and data for accuracy, completeness, and compliance with predetermined and standardized procedures.
10. Assist with designing and creating invitations, programs and certificates as needed for allied health programs.
11. Prepares and types a variety of documents, including tests, course outlines, syllabuses, forms and flyers for faculty.
12. Compile information and prepare reports as required.
13. Assists with data collection for a computerized record management, storage, and retrieval system and utilize the output reports in the operational functions of the office to which assigned.
14. Answers and refers incoming telephone calls and mail.
15. Assist with maintaining current student files.
16. Performs other secretarial functions as requested by the Associate Dean of Nursing.

REQUIRED QUALIFICATIONS:

1. Typing skills at 40 wpm.
2. High school diploma.
3. Demonstrated ability in human relations.
4. Ability to perform duties requiring attention to detail.
5. Ability to utilize computer in terms of data entry, retrieval, and report preparation, with an emphasis on Microsoft Office, MS Publisher, MS Power Point and Print Master.
6. Physical ability to work effectively in an environment which is typical of this position.

PREFERRED QUALIFICATIONS:

1. Dictation skills.
2. Certificate in office occupations or an AA degree.
3. Prior experience in increasingly responsible secretarial work.

LENGTH OF CONTRACT:

Full time - 40 hours per week - 12 months. Evening and weekend duties may be assigned.

CLASSIFICATION:

Class 4 of the Classified Schedule. Placement dependent upon experience.

POSITION STATUS/BENEFITS:

This is a bargaining unit position. Regular fringe benefit package will be accorded as per CSEA contract.

Esther McBram

Attachment D

FISCAL SERVICES SPECIALIST

New Job Description

PALO VERDE COMMUNITY COLLEGE DISTRICT

FISCAL SERVICES SPECIALIST

NATURE OF POSITION

Under the direct supervision of the Director of Fiscal Services or designee, the Fiscal Services Specialist performs specialized and complex accounting, auditing, and statistical duties in areas of the general ledger, grants, contract management, capital construction; perform routine and specialized office support functions.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, and participate in the processing all accounts payable functions including: receiving; compliance with county and state audit regulations, categorical guidelines, and board policies; compliance with internal controls.

2. Review, analyze, and recommend various District acquisitions and contracts. Ensure compliance with contract code; create Request for Proposals (RFP), Invitation for Bids (IFB), and Request for Quotations (RFQ); coordinate negotiation of contracts; prepare information for board agenda submission.

3. Coordinate district inventory records by performing annual inventory counts, maintaining inventory control records, and disposing of inventory according to policies and procedures. This may include donations, destruction or surplus sale.

4. Assist with accounts receivable. Perform audit checks on funds received by the district to ensure compliance with internal controls. Reconcile district banking accounts monthly. Work with county to ensure receipt and deposit of all wire transfers. Perform cash receipt audits.

5. Prepare federal and state financial aid disbursements according to regulation to ensure compliance with required deadlines. Request federal financial aid funds and reconcile those funds with the federal system. Prepare information and reports for annual audits.

6. Provide exceptional customer service to students, staff and visitors. Assist with the collection of fees and distribution of information as appropriate. Determine best course of action to resolve issues following guidelines, policies and precedent. Provide assistance to other business office personnel as needed.

7. Assist with the preparation of various reports for the board, district personnel, various state or federal agencies and auditors. Reports may include water usage, energy usage, cost analysis, accounts payable and warrant, scholarship and financial aid. Other may arise over time as the needs of the district evolve.

8. Coordinate accounts payable and requisition system training for employees to assist them, with the submission of requisitions and final travel documents.
9. Responsible for mailroom functions, including: postage, supplies, postal services, distribution of mail and delivery of district packages.
10. Attend conferences and workshops as needed to maintain compliance of state and federal laws and mandates.
11. Performs other related duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

1. Associate's degree from an accredited institution in accounting/business administration or a related field.
2. Five years' experience providing administrative support in general business, accounting, budget development.
3. Evidence of expertise in increasingly responsible accounting, budgeting, financial and other business related activities.
4. Knowledge of generally accepted accounting and auditing principles practices and procedures.
5. Knowledge of modern executive office management, practices, procedures, and equipment; basic math proficiency; and, basic research techniques.
6. Ability to communicate effectively orally and in writing.
7. Knowledge of and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, PowerPoint, Outlook), personal computers, and the internet.
8. Type at 60 wpm with 100% accuracy and 10 key by touch.
9. Passage of the College's clerical skills tests.
10. Demonstrated sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS

1. Bachelor's Degree from an accredited institution.
2. Knowledge and experience in contract maintenance and law.
3. Experience in the use of accounting and auditing practices and terminology applicable to the public sector accounting, preferably in a community college setting.
4. Ability to coordinate annual fiscal audits.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Full Time position, 40 hours per week, 12 months. May include evening and weekend duty.
2. Row 13 on the Classified salary schedule.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance as accorded per CSEA agreement.

Attachment E

ADMINISTRATIVE ASSISTANT

New Job Description

PALO VERDE COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE ASSISTANT

NATURE OF THE POSITION

Under the direction of the assigned administrator, the Administrative Assistant is responsible for providing complex secretarial and administrative support.

DUTIES AND RESPONSIBILITIES

1. Organizes, coordinates, and oversees the day-to-day activities of the assigned office to ensure efficient and effective office operations; organizes and coordinates office activities and communications; performs complex duties to assist the administrator with details.
2. Performs complex and responsible administrative assistant duties with substantial initiative and judgment to attend to issues in the absence of the assigned administrator.
3. Greets visitors and answers telephones; organizes and establishes filing and record-keeping systems; sorts and prioritizes mail and correspondence for the administrator's personal reply or signature.
4. Serves as a liaison between administrators, faculty, staff, students, the community, and other relevant parties; provides information regarding District programs, policies, procedures, and regulations; responds to difficult, sensitive, and confidential inquiries or requests for information.
5. Coordinates the resolution of problematic issues within assigned area of responsibility, including facilities, maintenance, equipment, and other related items.
6. Trains and directs student workers as assigned; organizes, coordinates, and oversees office workflow; assures completion of clerical assignments in accordance with established timelines and approved procedures.
7. Coordinates and processes various special projects and programs for the administrator; communicates policies and procedures with faculty, administration, and staff; evaluates documents for completeness and accuracy.
8. Screens and directs calls and visitors to appropriate personnel; schedules and confirms appointments and maintains administrator's calendar; coordinates travel arrangements and accommodations.
9. Enters data, maintains records, and generates reports for assigned area of responsibility.
10. Creates a variety of correspondence, reports, forms, contracts, lists, requisitions, memoranda, letters and other documents from rough draft, verbal instruction, or general

notes; proofreads, and prepares a variety of written materials, determining appropriate format and presentation; maintains confidentiality of sensitive materials.

11. Maintains a variety of complex hard copy and/or electronic files and records often involving confidential materials; maintains confidentiality, including, but not limited to, information regarding Board of Trustees, District, personnel, student, collective bargaining, and controversial matters.
12. Compiles information and data and assists in the preparation of statistical and narrative reports; conducts research as required; inspects documents, forms, records, and other materials for accuracy and completeness; processes forms and documents according to established procedures.
13. Prepares agenda items for division meetings; attends, participates, and takes and transcribes minutes and distributes to appropriate personnel.
14. Assists in the preparation, tracking, and monitoring of assigned budgets; assists division personnel in the development and allocation of budgets and expenditure of funds; inspects and resolves discrepancies in account balances.
15. Plans, coordinates, and organizes specialized programs, events, and/or other related items as assigned.
16. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
17. Participates in shared governance through service on planning and/or operations committees and task forces.
18. Performs other related duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

1. Associate's degree from an accredited institution in business administration or a related field.
2. Five years' experience providing administrative support, including a minimum of two years in an executive office supporting a senior administrator within a large, complex organization.
3. Knowledge of modern executive office management, practices, procedures, and equipment; basic math proficiency; and, basic research techniques.
4. Knowledge of and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, PowerPoint, Outlook), personal computers, and the internet.
5. Type at 50 wpm with 100% accuracy.
6. Ability to communicate effectively both orally and in writing.
7. Demonstrated sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.
8. Passage of the College's clerical skills tests.

PREFERRED QUALIFICATIONS

1. Bachelor's degree from an accredited institution.
2. Ability to speak, read, and write Spanish.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Full Time position, 40 hours per week, 12 months. May include evening and weekend duty.
2. Row 10 on the Classified salary schedule.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance as accorded per CSEA agreement.

District: _____ CSEA: _____

Attachment F

EXECUTIVE SECRETARY, et. al. (Current Job Descriptions)

Deleted Job Descriptions

PALO VERDE COMMUNITY COLLEGE DISTRICT

EXECUTIVE SECRETARY - NEEDLES

NATURE OF THE POSITION

Under the direction of the Assistant Dean, Needles Center, the Executive Secretary performs a variety of confidential secretarial services involved in student services, instruction, Board of Trustee support, and other college related duties as required.

ACCOUNTABILITY OBJECTIVES:

1. Assist the Assistant Dean in scheduling appointments, and arranging a variety of conferences, staff meetings, committee meetings, and other activities related to the Needles center for the College.
2. Take dictation, including minutes at Board of Trustee meetings (on a quarterly or as needed basis in the evenings), and confidential matters; prepare and type letters, memorandums, reports, and other correspondence. Must be able to perform direct mailings, handling data bases and mail merge functions and keep accurate records of activities.
3. Make appointments for Assistant Dean, screen calls and refer to appropriate personnel.
4. Under the direction of the Asst. Dean or appropriate staff personnel, assists in the preparation and distribution of flyers and advertisements for special events, new courses, and routine new semester advertising.
5. Establish and maintain a complex inter-related filing system.
6. Compose correspondence where judgment, knowledge, and interpretation of policies and procedures may be required.
7. Provide work direction, training, and supervision to student workers, as assigned.
8. Disseminate information from supervisor to staff and students.
9. Serve as liaison between supervisor, staff, students, and public.
10. Receive, open, and organize mail.
11. Assist in data collection and prepare reports for supervisor and others.
12. Proof and review documents for accuracy, completeness, and conformance to applicable regulations.
13. Collect registration information from students and coordinate matriculation information requirements with the main campus. Coordinates collection of all registration information, including high school, non credit, and credit applications. Works closely with Asst. Dean and high school personnel in obtaining parent permissions and signatures on paperwork.
14. Assist the Assistant Dean in scheduling classes each semester, including typing schedules, advertising positions, contacting potential teachers, arranging interviews and related instructional services. Prepares changes and updates schedules to ensure accuracy with the appropriate instructional office and/or registrar.
15. Assist the Assistant Dean in hiring part-time instructional staff, including processing of applications and assistance in filing forms and maintaining adjunct faculty staff folders.
16. Organize classroom schedule and facility use by the public.
17. Process fees, book purchases, and other financial transactions related to the Needles Center.
18. Order and maintain office supplies and equipment.

CSEA Approved: 6/20/2006
BOARD Approved: Revised 08/22/06

19. Assist the Assistant Dean in the processing of discipline and complaints through the administrative process, including all student petition requests.
20. Technical aspects of field of specialty, including the applicable provisions of the State Education Code and CAC, Title V.
21. Primarily provides front line support in answering and directing the front counter and phone line using customer oriented skills and expertise.
22. Sets up filing and distribution for all distance education materials for individual Needles students. Makes phone calls to students, proctors tests, records collected materials and mails to appropriate faculty for grading.
23. Other duties as assigned.

REQUIRED QUALIFICATIONS

1. A.A. or A.S. degree with emphasis in Office Administration or General Clerical courses, and/or five (5) years work related experience.
2. Perform complex secretarial and clerical duties with speed and accuracy.
3. Take and transcribe dictation accurately at 80 words per minute.
4. Type at 60 words per minute from clear copy.
5. Skillfully operate a computer and other standard business related equipment.
6. Make arithmetic calculations with speed and accuracy.
7. Understand and follow oral and written directions.
8. Modern office procedures, practices, and equipment.
9. Ability to communicate effectively both oral and written. (English usage, spelling, grammar, and report formatting.)
10. Experience consistent with the ability to relate to diverse populations.
11. Possess or be eligible for appropriate motor vehicle operator license.
12. Pass the College's Clerical Skills Testing procedures.
13. Physical ability to work effectively in an environment which is typical of this position.

CLASSIFICATION:

Classification 7 on the Classified Salary Schedule.

BENEFITS AND POITION STATUS:

12 months position – 8 hours per day - 40 hours per week
(Evening and weekend duties may be assigned)
Bargaining unit position – regular fringe benefits as accorded per CSEA agreement.

Jon Wallace

Richard Hoff
M. Hoff
Esther
MB Kim

CSEA Approved: 6/20/2006
BOARD Approved: Revised 08/22/06

PALO VERDE COMMUNITY COLLEGE DISTRICT

EXECUTIVE SECRETARY TO THE VICE PRESIDENT OF STUDENT SERVICES

NATURE OF THE POSITION

Under the direction of the Vice President of Student Services, the Executive Secretary performs a variety of confidential secretarial services involved primarily in the operation of services to students of the college and related duties as required.

EXAMPLE OF DUTIES

1. Assist the Vice President in scheduling appointments, and arranging a variety of conferences, staff meetings, committee meetings, and other activities related to student services and the College.
2. Take minutes, including those for confidential matters; prepare and type letters, memorandums, reports, and other correspondence.
3. Make appointments for Vice President, screen calls and refer to appropriate personnel.
4. Establish and maintain positive public relations; prepare and distribute items for advertisement, including local media announcements for admissions, registration, and other special events.
5. Establish and maintain a complex inter-related filing system.
6. Compose correspondence where judgment, knowledge, and interpretation of policies and procedures may be required.
7. Provide work direction, training, and supervision to student workers, as assigned.
8. Disseminate information from supervisor to staff and students.
9. Serve as liaison between supervisor and staff, students, and public.
10. Assist in data collection and prepare reports for supervisor.
11. Proof and review documents for accuracy, completeness, and conformance to applicable regulations.
12. Maintain and file articulation agreements, and distribute updated information to counselors and other appropriate personnel.
13. Maintain files for educational planning, and distribute updated information to counselors and other appropriate staff.
14. Perform duties related to maintaining the Transfer Center, update college catalogs from other colleges and maintain other materials needed by potential transfer students; schedule appointments for outreach counselors; and assist counselors with arrangements for transfer visitation schedules.
15. Assist with the Early Alert System; mail needed forms to faculty, disseminate information concerning student needs to counselors and other appropriate staff; and maintain records for follow-up procedures.
16. Assist with plans for student activities and other related retention services.
17. Assist with coordination of Faculty Staff Diversity Committee and other committees as assigned per bargaining unit and per committee, assignments for VP of Student Services; and maintain updated reports from the Chancellor's Office.
18. Assist at the counter and provide phone back-up as needed.
19. Other duties as needed.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Operations, procedures, and precedence of assigned duties.
Modern Office procedures, practices, and equipment.
Correct English use, grammar, spelling, punctuation, and vocabulary.
Good oral and written communications skills.
Technical aspects of field of specialty, including the applicable provisions of the State Education Code and CAC, Title 5.
Record keeping techniques.
Receptionist and telephone techniques.

REQUIRED QUALIFICATIONS

Ability to:

1. Perform complex secretarial and clerical duties with speed and accuracy.
2. Take and transcribe dictation accurately at 80 words per minute.
3. Type at 60 words per minute from clear copy.
4. Some knowledge of computer technology, networking systems and application software.
5. Make arithmetic calculations with speed and accuracy.
6. Understand and follow oral and written directions.
7. Physical ability to work effectively in an environment which is typical of this position.
8. Pass the College's Clerical Skills Testing procedures.

EDUCATION AND EXPERIENCE

1. Any combination equivalent to graduation from high school with advanced secretarial and clerical courses.
2. Two years of increasingly responsible secretarial work experience, including one year or equivalent of experience in an institution of higher education.
3. Experience consistent with the ability to relate to diverse populations.
4. Possess or be eligible for appropriate motor vehicle operator license.

SALARY SCHEDULE PLACEMENT

This position is a 12 months, 40 hours per week (may include evening and weekend duty) with full benefits. Bargaining unit position at Classification 7 of the Classified Salary Schedule.

Jon Wallace

Esther M. Brown