PALO VERDE COMMUNITY COLLEGE DISTRICT

AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, PALO VERDE CHAPTER 180

This Memorandum of Understanding between the Palo Verde Community College District (District), and the California School Employees Association and its Palo Verde Chapter 180 (Association) is entered into with respect to the following:

WHEREAS, In 2007-08, all classified employees were provided no less than a 2% salary increase through the transition to the revised Classified Salary Schedule; and

WHEREAS, employees at the old Row 32 were intended to be placed on the new Row 13 to maintain the classification hierarchy and the 2% minimum increase agreement; and

WHEREAS, when the error came to the attention directly after the 2007-08 negotiations, the correction was made by the District to the Web Services/Network Specialist position, but the documentation (such as the job description and the classification schedule) was not amended to properly reflect the correction of the error; and

WHEREAS, shortly after the conclusion of the 2007-08 negotiations, a new Admissions and Records Specialist was then reclassified to an old Row 32, which was placed in error at a Row 12 due to incorrect salary placement information being used; and

WHEREAS, the Parties desire to correct the omission and subsequent error from the 2007-08 CSEA negotiated salary schedule revision, and approve the correct placement on the Classified Salary Schedule for the two classified employees impacted by the error; and

THEREFORE, the Parties agree, in the interest of promoting harmonious labor relations and in resolution of the above-recited matters:

1. The Parties agree to change both the Admissions and Records Specialist and Web Services/Network Specialist positions from a Row 12 to a Row 13 on the Classified Salary Schedule.

2. Furthermore, the Parties agree to change both the Admissions and Records Specialist and Web Services/Network Specialist job descriptions to reflect the correct Row 13 placement, instead of the incorrect Row 12 currently stated in the job descriptions. (Please see attachments A and B enclosed.)

3. The classified employee currently occupying the Admissions and Records Specialist position at Row 12/Step 8 will as of July 1, 2012 be placed at Row 13/Step 8.

4. CSEA knowingly and specifically relinquishes the right to file any future grievances on behalf of the Admissions and Records Specialist for any and all back wages

potentially owed from prior years due to the incorrect placement of the Admissions and Records Specialist position at a Row 12 in the 2007 reclassification.

The Parties agree that this MOU shall not be considered precedential, nor shall it create any binding past practice beyond that which is specifically contemplated in this MOU itself. This MOU is subject to ratification by the CSEA Chapter 180 membership and by the Palo Verde Community College District Board of Trustees.

Executed this day, June 18, 2012 in Blythe, California.

For The California School Employees Association, Chapter 180

Jonathan Martin [Print Name]	[Sign Name]
Denise Taylor [Print Name]	Denise Taylor [Sign Name]
Dale Wissman [Print Name]	Dale Wissman [Sign Name]

Rich Soto – Recused
Suzy Woods – Recused

For Palo Verde Community College District

KAY RAGAN [Print Name]	[Sign Name]
Russi Egan [Print Name]	Russi Egan [Sign Name]
Debbie Mitchell [Print Name]	[Sign Name]

Attachment A

PALO VERDE COMMUNITY COLLEGE DISTRICT

WEB SERVICES/NETWORK SPECIALIST

NATURE OF THE POSITION

Under the direction of Director of Information Technology, and according to established guidelines, develop, implement, maintain and promote District web sites and online courses, including student information system support. Provides web-based training, support, and services to District employees.

DUTIES AND RESPONSIBILITIES

1. Serve as the institutional expert in the development, maintenance, and application of the District's web sites such as web pages for online courses, administration, student services and college departments. Coordinate, create, maintain and update District web sites; author web pages and assure the quality, appearance and consistency of the District web sites according to established guidelines, including ensuring easy navigation for disabled students in compliance with Federal ADA requirements.
2. Design and maintain an appealing flow and uniformity to the District web sites; present a consistent visual image on the web by promoting uniform fonts, formatting, icons, images, layout techniques and modularization including maintenance of HTML template and image archives.
3. Promote proper use of URLs so published files can be promoted to various platforms and directory trees with optimum ease; promote proper use of HTML and maintain current knowledge of developing HTML standards to assure hypertext served from the web site will look consistent on most browsers.
4. Maintain control over web site access, CGI scripts and assigned accounts. Maintain site map structure. Create and maintain user E-mail accounts for on-line courses.
5. Coordinate with appropriate personnel to develop web-based support and software services as needed.
6. Provide support, training and service, within established guidelines, to employees and students for web-based applications and courses. Provide specified project coordination among employees in web development.
7. Research, develop, test, and recommend new technologies, software, and hardware related to web-based applications, courses and development. Install and maintain web related programs and applications such as web authoring tools.
8. Troubleshoot problems of web pages and related applications and programs that run in conjunction with the web pages; run routine software tests.
9. Create and assure the functionality of the links, online forms, surveys and scripts running behind the web sites; scan, create and modify photographs and graphics for use on the web.
10. Create web pages and reports which provide necessary data for program review of each online course offered in the District; provide progress reports; maintain and publish web statistics.
11. Compile and maintain a Frequently Asked Questions (FAQ) page with answers and references to further information.

12. Analysis and repair on a variety of problems with district network resources.
13. Analysis and repair on a variety of problems with district computers and peripherals.
14. Assist with the administration and maintenance of district network servers.
15. Assist with the administration of district LAN, WAN and Internet networks.
16. Assist with the administration of video-conferencing and other distance-learning equipment.
17. Installation and training in the use of district hardware, software, network and Internet resources.
18. Serving as liaison between the Information Technology department and other district departments and users.
19. Move, Connect, and Configure Cisco phone systems and voicemail.
20. Configure and Maintain college phone tree.
21. Configure and Maintain AV equipment (video projectors, surround sound system, computers) for classrooms.
22. Assist and troubleshoot database servers and clients (Spectrum, Astra, Jenzabar).
23. Perform other work related duties as assigned including network support.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Various web products and services such as web authoring tools, web-based collaboration environments, presentation software, graphics and FTP software.
2. Computer graphics, page layout, image scanning, voice and audio applications, HTML, text editors, web and database applications, CGI scripting, PERL and JAVA Applets.
3. Web site design and implementation, including web-based instructional design.
4. Applicable laws, rules and regulations related to assigned activities.
5. Interpersonal skills using tact, patience, and courtesy.
6. Proper lifting techniques.
7. Principles of training/supporting technology users.
8. Principles and techniques of business process analysis and design.

ABILITY TO:

1. Evaluate, install and learn software programs for writing, editing and compiling scripts.
2. Create, maintain and update web pages, sites, online forms and surveys.
3. Administer E-mail accounts.
4. Prepare and deliver oral presentations and teach web skills to others.
5. Provide support, training and service to employees for the web and related applications.
6. Operate various hardware equipment including scanners, digital cameras, printers and others.
7. Analyze complex user problems, evaluate alternatives and devise efficient cost-effective, user-friendly solutions.
8. Establish and maintain cooperative and effective working relationships with others.
9. Communicate effectively both orally and in writing.
10. Work independently with little direction.

REQUIRED QUALIFICATIONS

Bachelor's degree in computer science or a related field and two years experience with web page design, HTML and application of new web-related technologies
OR
Associate's degree in computer science or a related field and four years of experience with web page design, HTML and application of new web-related technologies
OR
four years of experience with web page design and appropriate certifications, HTML and application of new web-related technologies.

A year of experience is defined to be a full-time assignment in the above areas.

WORKING CONDITIONS

ENVIRONMENT
Office environment; some environments subject the incumbent to constant exposure to working around and with machinery having moving parts.

HAZARDS
Extended periods of time viewing computer terminals.

PHYSICAL ABILITIES
Physical ability to work effectively in an environment which is typical of this position.

CONDITIONS OF EMPLOYMENT

A 12-month, 40 hours per week, classified bargaining unit position acquiring all rights and benefits of a regular District position. Salary placement is a Class ~~12~~ 13 on the Classified Salary Schedule.

Attachment B

PALO VERDE COMMUNITY COLLEGE DISTRICT

Admissions & Records Specialist

NATURE OF THE POSITION

Under the supervision of the Registrar, the A & R Specialist coordinates and performs specialized duties related to admissions, registration, residency determination, special student applications, and maintenance of student records requiring knowledge of state requirements affecting District funding. Assists and advises reservists, veterans, and their dependents regarding benefits, educational programs and referral and counseling services; performs complex technical responsibilities related to veterans program and benefits.

ACCOUNTABILITY OBJECTIVES

1. Process a variety of documents and information related to admissions and the maintenance of student permanent records.
2. Perform computer data entry and/or retrieval of all academic records including admissions application, enrollments, drop/adds, withdrawals, and other related personal student information. Data entry of final grades, mid-term grades, and positive attendance.
3. Verify residency status and make fee corrections when necessary; assists in resolving student and faculty complaints regarding program errors and makes program changes as appropriate.
4. Prepare and transmit correspondence for students, verifying student status and other information; respond to requests from other educational institutions and agencies involving the verification of student status and student records.
5. Make residency determinations based on State and local board policy residency requirements.
6. Process/verify all high school student registration and certify credit for Advance Placement test scores.
7. Process student refunds and determine refunds from cancelled course lists.
8. Assist with the completion of surveys requiring admissions & records data.
9. Assist with classifying, purging, and archiving student records, ensuring compliance with Federal and State records retention policies.
10. Assist with the development of the document imaging process for the admissions and records department which includes document preparation, scanning, and indexing.
11. Process and distribute various types of class rosters to instructors including permanent rosters, no-show rosters, mid-term deficiency rosters, attendance rosters, and final grade rosters.
12. Track various types of incomplete contracts, independent studies, credit by exam, and various petitions related to student records.
13. Provide reports and information regarding registration, admissions and maintenance of student permanent records to students, faculty, and administration.

14. Enter MIS and attendance for the submission of the 320 Apportionment and MIS reports to the State.
15. Assist Registrar with progress/probation/dismissal files.
16. Assist with graduation and diplomas/certificate processing.
17. Assist with processing transcript requests, verifies accuracy of student records, verify degrees and attendance. Including sending and receiving transcripts over the internet using EDI/SPEEDE standards.
18. Coordinate with the Occupational Education Department in the processing of contract education registration packages.
19. Coordinate with the Distance Education Office and other off-campus sites with the processing of Distance Ed enrollments and non-credit enrollments.
20. Provide specialized assistance to new and continuing veteran (and/or dependents of veterans) students; discuss educational planning and provide related materials; refer students to counselors and advisors as appropriate.
21. Maintain permanent records for all VA benefit recipients and perform online certification utilizing VA-ONCE. Perform mid-term enrollment verifications and end of the term progress evaluations to determine continued eligibility.
22. Working with the web service/network specialist, design and update informational webpage for VA benefit recipient students with step by step application and academic information online applications and links for other services.
23. Attends meetings, conferences and trainings as appropriate to keep up to date with state reporting requirements, Veterans compliance standards and remain current with computer information system.
24. Perform general typing, filing, and respond to all general inquiries.
25. Perform other duties as required by the Registrar.

POSITION QUALIFICATIONS

1. Typing skills @ 40 wpm.
2. Associates Degree and two years technical experience in Admissions and Records.
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. Experience in using computers in terms of data entry, retrieval, and report preparation or a post secondary certificate in office automation.
7. Ability to pass the clerical skills test.
8. Physical ability to work effectively in an environment which is typical of this position.

PERFERRED QUALIFICATIONS

1. Associates Degree with business emphasis.
2. Prior experience in an institution of higher education preferably in Admissions and Records or Student Services.

LENGTH OF CONTRACT

12 Month position – 8 hours per day - 40 hours per week (evening and weekend duties may be assigned).

CLASSIFICATION

Class ~~12~~ 13 of the classified schedule

BENEFITS

Bargaining unit position, regular fringe benefits package per CSEA contract will be accorded this position.