# REFERENCE C-90

# TENTATIVE AGREEMENT
June 27, 2013

## Article 3
## COMPENSATION AND HEALTH AND WELFARE BENEFITS

Section 1. Salary Schedules

CSEA and the District have agreed to a separate Memorandum of Understanding (MOU) regarding salaries in the 2012-2013 fiscal year.

The master salary schedules for unit members represented by CSEA are attached to this agreement marked as Appendix "B". The Classification Schedule and Salary Placement for employees represented by CSEA is attached to this Agreement marked as Appendix "A."

A. Negotiated Salary Schedule FY 2013-2014:

1. There will be no changes to the Classified Salary Schedule during the 2013-2014-fiscal year, unless and until negotiated otherwise:

**2013-2015 Salary Schedule**

| ROW | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 |
|---|---|---|---|---|---|---|---|---|
| 1 | $ 2,224 | $ 2,335 | $ 2,452 | $ 2,575 | $ 2,703 | $ 2,839 | $ 2,980 | $ 3,130 |
| 2 | $ 2,335 | $ 2,452 | $ 2,575 | $ 2,703 | $ 2,839 | $ 2,980 | $ 3,130 | $ 3,286 |
| 3 | $ 2,452 | $ 2,575 | $ 2,703 | $ 2,839 | $ 2,980 | $ 3,130 | $ 3,286 | $ 3,450 |
| 4 | $ 2,575 | $ 2,703 | $ 2,839 | $ 2,980 | $ 3,130 | $ 3,286 | $ 3,450 | $ 3,623 |
| 5 | $ 2,703 | $ 2,839 | $ 2,980 | $ 3,130 | $ 3,286 | $ 3,450 | $ 3,623 | $ 3,804 |
| 6 | $ 2,839 | $ 2,980 | $ 3,130 | $ 3,286 | $ 3,450 | $ 3,623 | $ 3,804 | $ 3,994 |
| 7 | $ 2,980 | $ 3,130 | $ 3,286 | $ 3,450 | $ 3,623 | $ 3,804 | $ 3,994 | $ 4,194 |
| 8 | $ 3,130 | $ 3,286 | $ 3,450 | $ 3,623 | $ 3,804 | $ 3,994 | $ 4,194 | $ 4,404 |
| 9 | $ 3,286 | $ 3,450 | $ 3,623 | $ 3,804 | $ 3,994 | $ 4,194 | $ 4,404 | $ 4,624 |
| 10 | $ 3,450 | $ 3,623 | $ 3,804 | $ 3,994 | $ 4,194 | $ 4,404 | $ 4,624 | $ 4,855 |
| 11 | $ 3,623 | $ 3,804 | $ 3,994 | $ 4,194 | $ 4,404 | $ 4,624 | $ 4,855 | $ 5,098 |
| 12 | $ 3,804 | $ 3,994 | $ 4,194 | $ 4,404 | $ 4,624 | $ 4,855 | $ 5,098 | $ 5,353 |
| 13 | $ 3,994 | $ 4,194 | $ 4,404 | $ 4,624 | $ 4,855 | $ 5,098 | $ 5,353 | $ 5,620 |
| 14 | $ 4,194 | $ 4,404 | $ 4,624 | $ 4,855 | $ 5,098 | $ 5,353 | $ 5,620 | $ 5,901 |
| 15 | $ 4,404 | $ 4,624 | $ 4,855 | $ 5,098 | $ 5,353 | $ 5,620 | $ 5,901 | $ 6,196 |

2. Should any other bargaining group with the District (i.e. CCA/CTA Bargaining Unit) receive a higher rate of

compensation, the CSEA bargaining unit will receive an amount equal to that adjustment.

Section 2. Professional Growth Compensation – [Status Quo]

***NEW Section 3. Enrollment Fee Waiver Program***

***This program affords permanent full and part-time classified employees and eligible dependent family members (spouse, domestic partners as IRS defined, and dependents as IRS defined) to enroll in credit classes at Palo Verde College with the College deferring the costs of the enrollment fees.***

***A. Eligibility for the Enrollment Fee Waiver Program will be limited to:***

1. ***Permanent full-time or part-time bargaining unit classified employees; and***
2. ***A spouse or recognized domestic partner of a full-time or part-time bargaining unit classified employee; and/or***
3. ***IRS-defined legal dependents of full-time or part-time bargaining unit classified employees as follows: Legally dependent child (18 - 25 years of age) or if in High School, a Junior or Senior and meeting the qualifications as per Education Code involving minimum academic GPA at the High School, High School authorization to attend, and submittal of appropriate college forms (available in Admissions).***

***B. To participate, eligible classified employees or their immediate dependent family members (as defined above) shall:***

1. ***Submit the Palo Verde College application through "CC Apply" (via the web);***
2. ***Electronically enroll during the enrollment period via the web (students are able to enroll and a fee receipt will be generated but no fee payments are made at this time) in open classes, or, if a class is closed, follow the process for adding a closed class. Enrollment for short-term classes offered throughout the semester is also available;***

3. *Bring the Fee Receipt to the Business Office and complete the Employee Enrollment FEE Waiver Form so as not be charged or to prevent a due-bill from being created on the student record;*
4. ***EXEMPT FEES:*** *All other fees including the ASB Fee, and all fees associated with textbooks and class materials are exempt from the benefits provided under this section and remain payable.*

C. *The Enrollment Fee Waiver provided for under this section is provided the eligible participant* ***COMPLETES THE CLASS WITH A GRADE OF "C" OR BETTER.*** *Failure to meet the grade minimum results in the eligible participant being fully responsible for the enrollment fees incurred for each class in which a "C" grade or better was not attained for that semester. Failure to pay the fees results in the inability to participate in the program until the debt is paid.*

D. *The participant shall* ***NOT*** *receive the waiver,* ***AND SHALL OWE THE FULL ENROLLMENT FEE,*** *if the course is dropped after the published "Drop Date" for each semester. For DROPs occurring after the Drop Date, the Superintendent/President may waive the fee for written justified extenuating circumstances* ***excluding*** *but not limited to:*

1. *Enrollment in too many classes*
2. *Participant unable to keep up with the work*
3. *Inconvenience*
4. *Too much homework*
5. *Interferes with life*
6. *Change of mind*
7. *Does not like the class/teacher*

*Failure to complete the class results in the participant being fully responsible for the enrollment fees incurred for each class in which a drop occurred. Failure to pay the fees results in the inability to participate in the program until the debt is paid.*

*E. An employee may, with the approval of their supervisor, enroll during the regular work day up to a maximum of 6 hours per week, as long as the work hours are adjusted within the work-week the time is taken to make up for the time used for class attendance.*

Begin renumbering here, with reference changes to the Article 3 sections below as needed throughout contract to maintain consistency.

***Section 4***. ~~3.~~ Longevity (CSEA) - [Status Quo]

***Section 5***. ~~4.~~ Out-of-Class Pay - [Status Quo]

***Section 6***. ~~5.~~ Health Insurance Escape Clause - [Status Quo]

***Section 7***. ~~6.~~ Cost Increases and Basic Package

Effective ***July 1, 2013***, ~~July 1, 2012,~~ the Classified Bargaining Unit shall be covered by the parties' agreed upon Health and Welfare benefit package offered through REEP enumerated in the Current Health and Welfare to this collective bargaining agreement. Effective July 1, 2011, the maximum employer contribution (i.e. the employer "cap") for the Health and Welfare benefits package shall be $17,525.52. ***Effective July 1, 2014, the maximum employer contribution (i.e. the employer "cap") for the Health and Welfare benefits package shall be ~~$17,525.52~~ $18,957.88.***[1]

The remaining Benefit Fund, if any, will be used to pay the difference between the additional district contribution and the actual cost of the Health and Welfare Benefits premiums. Bargaining unit members shall be responsible for payroll deductions for any amount due for premiums upon exhaustion of the benefit fund.

A. Effective ***July 1, 2013***, ~~July 1, 2011~~, the District will offer the following Medical, Dental, Vision and Life Plans:

| Type of Coverage | Plan Name |
|---|---|
| PPO Medical Plans | ~~PPO Option #1~~ ***PPO 500*** |
| | ~~PPO Option #2~~ ***PPO 750*** |
| | HSA Option #1 |
| Dental Plans | PPO Delta Dental |
| | MetLife Dental |
| Vision Plans | VSP Vision |

[1] The $18,957.71 figure was calculated by increasing the 2012-13 H&W cap of $17,525.52 by 8.173%.

| | MES Vision |
|---|---|
| Life Insurance Plans | Prudential Life Insurance |

B. Each July 1st, beginning July 1, 2012 the District will contribute one-half the deductible towards the Health Savings Account (HSA) for full-time employees newly enrolled in the HSA/CDHP/PPO plan. This on-going incentive to new enrollees in the HSA/CDHP/PPO plan will cover one-half of the full deductible for subsequent July 1st to December 31st periods.

C. Each January 1st, Beginning January 1, 2012 the District will contribute once yearly the full deductible for full-time employees towards the Health Savings Account (HSA) for eligible CDHP/PPO participants, which for the ~~2011-2012~~ ***2013-14*** fiscal year is as follows:

| | |
|---|---|
| HSA – Deposits (Single) | ***$ 1,250.00*** ~~1,200.00~~ per year |
| HSA - Deposits (Family) | ***$ 2,500.00*** ~~2,400.00~~ per year |

1. Tax consequences of receiving the funding, establishing and using an HSA are the sole responsibility of the employee and the District specifically disclaims any liability and individual employees shall hold the District harmless to the extent that any tax assessments are due and owed.

D. Upon request by eligible full-time employees and their full-time eligible spouses or registered domestic partners, the District will pay the full annual premium amount toward the payment of one offered medical, dental, and vision plan premiums each (including the PPO and HSA plans) such that eligible couples under one medical, dental and vision plan who are both employed by the District do not suffer an out-of-pocket payroll deduction.

E. Subject to CSEA chapter approval and benefit fund availability, CSEA shall consider, at its sole discretion, whether to utilize a portion of its benefits fund to provide monthly contribution to augment HSA contributions for new enrollees to the HSA/CDHP/PPO plan and/or PPO plan participants' out-of-pocket payroll deductions.

***Section 8***. ~~7.~~ REEP Rebates

Effective July 1, 2005, and contingent upon remaining with REEP in subsequent years, the Classified percentage of annual equity distribution shall be available during negotiations to fund future classified health insurance additions or increases. The parties agree that CSEA's equitable portion of the total dollar amount of the 2012-2013, 2013-14 and 2014-15 REEP rebates will be placed into the CSEA Benefits Fund, ***whether classified bargaining unit members are purchasing health insurance benefits through REEP, or with another provider at the time the rebates are received by the District.***

***Section 9***. ~~8.~~ Differential Employee Contribution - [Status Quo]

***Section 10***. ~~9.~~ Payroll Deductions - [Status Quo]

***Section 11***. ~~10.~~Insurance Committee - [Status Quo]

***Section 12***. ~~11.~~Early Retirement Medical Benefits - [Status Quo]

*Agreed to this 27th day of June, 2013 in Blythe, California.*

For Palo Verde College

For CSEA Chapter 180

# TENTATIVE AGREEMENT

## Article 9

## LAYOFF AND REEMPLOYMENT

Section 1. Definitions and Reason for Layoff – [Status Quo]

Section 2. Notice of Layoff – [Status Quo]

Section 3. Displacement of Bargaining Unit Work – [Status Quo]

Section 4. Bumping Rights – [Status Quo]

Section 5: Time Line to Exercise Bumping Rights – [Status Quo]

Section 6: Layoff in Lieu of Bumping – [Status Quo]

Section 7. Seniority Roster

The District shall provide CSEA, Chapter 180, with an updated seniority roster annually by January 31 of each year, as well as ~~45~~ ***sixty (60)*** days before the effective date of any layoff(s).

Section 8. Applicable Provisions – [Status Quo]

*Agreed to this 27th day of June, 2013 in Blythe, California.*

For Palo Verde College

For CSEA Chapter 180

# TENTATIVE AGREEMENT

## Article 13
## IMPLEMENTATION & DURATION OF AGREEMENT

Section 1. Agreement

This agreement, entered into between the Board of Trustees Palo Verde Community College District, herein referred to as the "District," and the ~~Palo Verde College Chapter of the~~ California School Employees Association ***and its Chapter 180 at Palo Verde College***, herein referred to as "CSEA," is made pursuant to Chapter 10.7, Section 3540-3549 of the Government Code as filed with the Secretary of State on 9/21/81, to provide terms and conditions of employment of the members of the bargaining unit during the term of this agreement.

Section 2. Recognition – [Status Quo]

Section 3. Interim Negotiations – [Status Quo]

Section 4. Term of Agreement– [Status Quo]

Section 5. Openers – [Status Quo]

*Agreed to this 27th day of June, 2013 in Blythe, California.*

For Palo Verde College

For CSEA Chapter 180

**APPENDIX A: CLASSIFICATION SCHEDULE AND SALARY PLACEMENT FOR EMPLOYEES** – [Status Quo]

**APPENDIX B: SALARY SCHEDULES** – [Status Quo]

# NEW 2013-14 RATES AND PLAN SPECIFICS ARE SUBJECT TO VERIFICATION

## APPENDIX C: 2013-2014 HEALTH AND WELFARE BENEFIT PACKAGE

The following rates and plans are effective as of July 1, 2013

**Medical:**

***Anthem Blue Cross PPO 500***:

| | | |
|---|---|---|
| Super Composite (blended) Rate: | **$1,523.03** per month/**$18,276.36** annual | |
| PPO Providers Deductible: | $500 Single/$1,000 Family | Coverage at 90% |
| PPO Non-Providers Deductibles: | $500 Single/$1,000 Family | Coverage at 70% |
| Rx: | $0 Generic/$25 Name Brand | 30 Day Supply |
| Rx Mail Order: | $10 Generic/$50 Name Brand | 90 Day Supply |

***Anthem Blue HSA Plan 1***:

| | | |
|---|---|---|
| Super Composite (blended) Rate: | **$1,067.98** p/mo./**$12,815.76** ann. (+ HSA contribution) | |
| PPO Providers Deductible: | $1,250 Single/$2,500 Family | Coverage at 90% (after deductible is met) |
| PPO Non-Providers Deductibles: | $500 Single/$1,000 Family | Coverage at 70% (after deductible is met) |
| Rx: | $10 Generic/$30 Name Brand | 30 Day Supply (after deductible is met) |
| Rx Mail Order: | $20 Generic/$60 Name Brand | 90 Day Supply (after deductible is met) |

| | |
|---|---|
| **Delta Dental:** | **$126.60** per month/**$1,447.20** annual |
| **MetLife Dental:** | **$104.67** per month/**$1,256.04** annual |
| **Vision Service Plan (VSP):** | **$27.49** per month/**$329.88** annual |
| **Medical Eye Service (MES):** | **$16.82** per month/**$201.84** annual |
| **Life Insurance:** | **$11.90** per month/**$142.80** annual |

**Health & Welfare Costs and Contributions for a Full-Time Classified Employee:**

2013-14 Anthem Blue Cross PPO 500 Premium Costs, including Delta Dental, VSP, and Life:

Monthly (Twelfthly) - **$1,689.02** Yearly - **$20,268.24**

2013-14 Anthem Blue Cross HSA Plan 1 Premium Costs (including District HSA Contributions), including Delta Dental, VSP, and Life:

SINGLE: Monthly (Twelfthly) - **$1,338.14** Yearly - **$16,057.68**

FAMILY: Monthly (Twelfthly) - **$1,442.30** Yearly - **$17,307.64**

2013-14 District Contribution ("Cap") for a Full-Time Classified Employee:

Monthly (Twelfthly) - **$1,460.46** Yearly - **$17,525.52**

2013-14 Employee Contribution towards health insurance ("payroll deduction") for a Full-Time Classified Employee w/PPO Plan #1 (whether coming out of the Benefits Fund or not, the employee's contribution towards his/her H&W ):

Monthly (Twelfthly) - **$228.56** Yearly - **$2,742.72**

2013-14 Employee Contribution towards health insurance for (Single or Family) Full-Time Classified Employee choosing HSA Plan #1 is:

Monthly (Twelfthly) - **$0** Yearly - **$0**

**APPENDIX D: 2012-2015 VOLUNTARY INCENTIVE MOU** – [Status Quo]

**APPENDIX E: ~~2012-2013~~ *2013-2014 SALARIES MOU*** – [The Parties agree to update Appendix E with the below 2013-2014 Salaries MOU after all ratifications occur].

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# Memorandum of Understanding
# 2013-2014 Salaries

June 27, 2013

Pursuant to negotiations between the Palo Verde Community College District ("District") and the California School Employees Association, Chapter #180, ("CSEA") the following agreement has been reached regarding salaries and holidays for the 2013-2014 fiscal year:

## A. GENERAL PROVISIONS

1. Upon request, the District will provide a current seniority list and/or reemployment list for each classification in the CSEA classified bargaining unit.

2. In the event the District seeks to fill any current vacancies, such vacancies shall be filled in accordance with Articles 5 - "Vacancies, Transfers, and Promotions" and applicable Education Code provisions.

## B. PERFORMANCE OF REMAINING WORK & EMPLOYEE WORKLOADS

1. The Parties understand that, due to the number of vacant positions, some but not all work previously performed by former unit employees may increase the workload of remaining bargaining unit members. Such work in quantity or volume at the unit members' current or lower job classification may occur without reclassification or out-of-class compensation, but not to such an extent that unit members suffer adverse actions, such as management-directed unpaid working time, denial of breaks and/or lunch periods, or disciplinary action based solely on an employee's inability to perform work previously performed by those employees vacating positions in the same classification.

2. In accordance with Education Code and the Educational Employment Relations Act (EERA) provisions, the District agrees to not unilaterally transfer bargaining unit work inside or outside the unit, nor shall the District use short-term or other temporary employees to perform the work previously performed by bargaining unit employees without first meeting and negotiating with CSEA.

3. Upon request of either party, the District and CSEA agree to meet and negotiate to resolve any workload concerns that may arise during the 2013-2014 fiscal year.

## C. MONETARY CONSIDERATIONS

1. Beginning, July 1, 2013 the Full-Time Classified Salary Schedules 201 and 207 (benefited six to eight hour per day employees) shall be restored to its previous June 30, 2012 level.

2. Those Child Development Center ("CDC") employees (i.e. who are paid from the any of the CDC Salary Schedules 300, 302 or 303), and those who are chose a voluntary incentive plan work year reduction shall be exempt from restoration.

3. The current Classified Benefit Fund shall be reduced by an amount not to exceed $37,000 in order to restore the 2012-2013 salary reduction of 3.85% as of July 1, 2013 to all eligible classified employees, and to cover the applicable District's cost of the total 2013-14 annual step increases only, including all additions and subtractions in step costs associated with all classified positions in the 2013-14 fiscal year. The Classified Benefits fund shall be used only for salaries charged to the General Fund. An accounting report shall be provided to CSEA verifying the actual costs of this provision by October 1, 2013. This one-time use of the Classified Benefit Fund for 2013-14 only does not negatively impact the 50% Law.

4. In the event the Parties agree to change benefit providers, and purchase benefits through a provider other than REEP, then in the event of such a change resulting in a cost savings, the Parties agree that the first $37,000 of cost savings in the 2014-15 plan year only shall be placed back into the Classified Benefit Fund. In the event the District reaches the point of restoration as per paragraph D(1) below, then the $37,000 shall augment salaries in 2014-15 in the form of a one-time bonus across the board to all classified bargaining unit members equivalent to the $37,000.

5. The parties agree that by CSEA agreeing to the financial considerations above, no layoffs and no reductions in hours and/or work year to bargaining unit employees will occur during the 2013-2014 fiscal year.

## D. RESTORATION AND "ME, TOO" CLAUSE

1. If the District reaches 1821 FTES as its base target when all FTE data is known (on or around September 30, 2013), the District agrees to restore 2013-14 classified salaries on or before September 30, 2013 to the June 30, 2012 levels, retroactively to July 1, 2013, and return the $ 37,000 (specified in paragraph C(3) above) to the Classified Benefit Fund.

2. As an extension and clarification of Article 3, Section 1A(2) in the Parties collective bargaining agreement, should Faculty employees ("CCA/CTA") obtain a monetary increase in salary or Health and Welfare Benefits in 2013-14 greater than that specified in this MOU, regardless of the impact on the 50%



AW, DB

Law calculations, the District agrees in good faith to negotiate with CSEA over options to provide equivalent proportionate compensation, whether in the same form or not.

This Memorandum of Understanding (MOU) is for the 2013-2014 fiscal year only. This MOU shall expire at the end of the day on June 30, 2014. This MOU is subject to the grievance procedure contained in Article 10 of the collective bargaining agreement between the parties and is subject to review and ratification by the Palo Verde Community College District Board of Trustees and CSEA and its Chapter 180 membership at Palo Verde College.

Executed this day, June 27, 2013 in Blythe, California.

**For The California School Employees Association, Chapter 180**

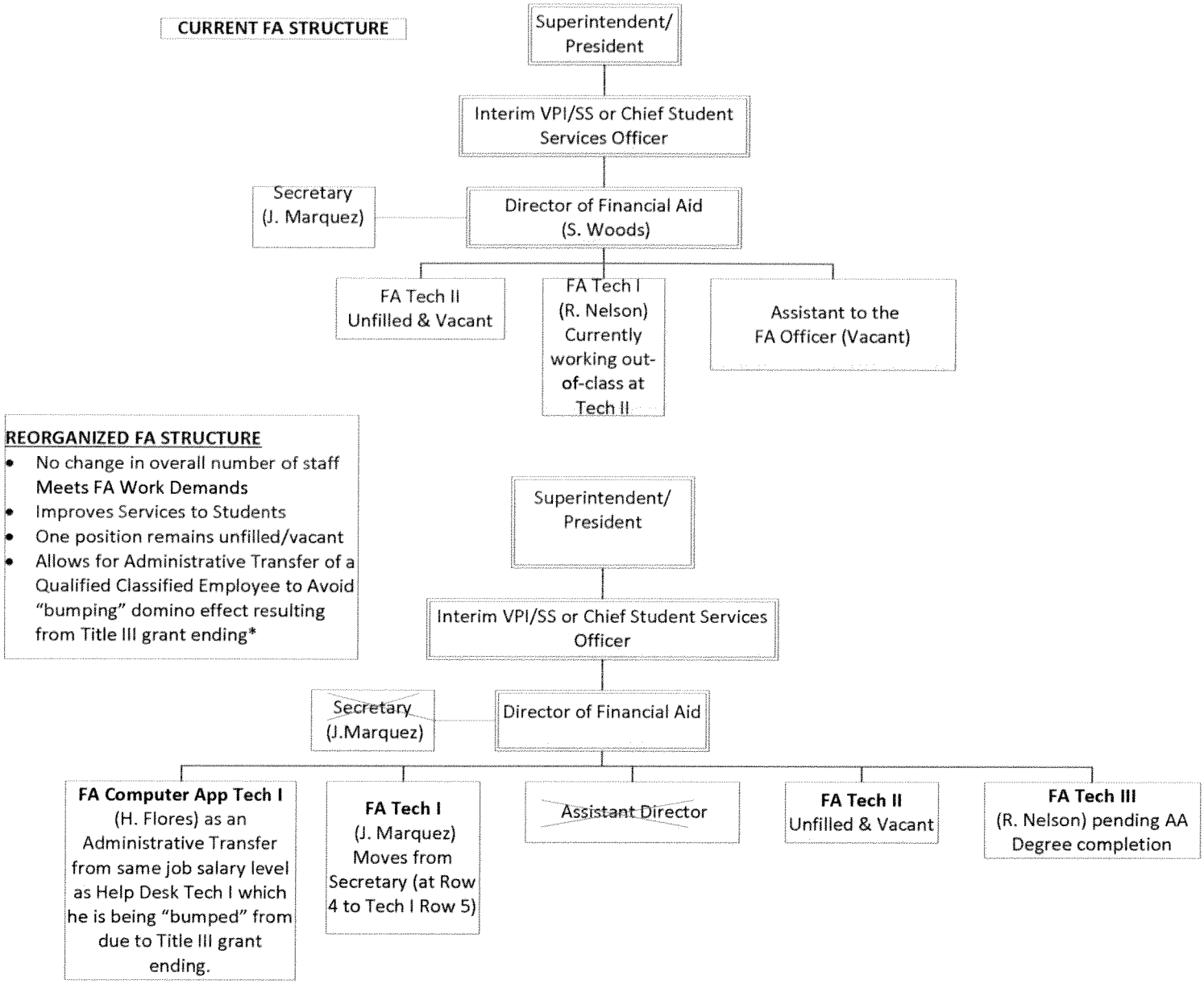
| | |
|---|---|
| Richard M. Soto Jr | |
| [Print Name] | [Sign Name] |
| Jonathan Martin | |
| [Print Name] | [Sign Name] |
| Irene Marguez | |
| [Print Name] | [Sign Name] |
| | |
| [Print Name] | [Sign Name] |
| Dale Wissman | |
| [Print Name] | [Sign Name] |

**For Palo Verde Community College District**

| | |
|---|---|
| DENISE WHITTAKER | |
| [Print Name] | [Sign Name] |
| Russi Egan | |
| [Print Name] | [Sign Name] |
| | |
| [Print Name] | [Sign Name] |

# REFERENCE C-92

# RESOLUTION 13-12 C-92 REORGANIZATION OF FINANCIAL AID



# REFERENCE C-93

Palo Verde College

# Financial Aid Technician I

**BASIC FUNCTION**: Under the supervision of the Director of Financial Aid, perform professional customer service transactions for all programs under Title IV Federal, State and Institutional specialized grants, waivers and scholarships. Assist in the coordination of outreach to area high schools, secondary education institutions, outside agencies including scholarship donors, community service organizations, Department of Rehabilitation, Department of Social Services, EOP&S, Workforce Preparation and other student service and academic departments.

**REPRESENTATIVE DUTIES**:

1. Assist in the coordination the day to day operations and work flow of the front office.
2. Responsible for front counter and phone schedules to ensure effective coverage of the front office.
3. Provides guidance and direction to students and families on guidelines for the Department of Education for Dependency status changes requiring validation of various official and high level security documents.
4. Maintain all files, making sure there is adequate supply of all financial aid forms, applications and supplies. Using Galaxy, keep Director of Financial Aid informed of all Purchase Requests and balances of funds.
5. With direction of the Financial Aid Director, coordinate all conferences and travel for staff members.
6. Updates and prepares communication pieces and electronic correspondence to students.
7. Responsible for the scanning and archiving of student financial aid documents including knowledge of the Image Now Scanners/Perceptives Software system.
8. Assist in determining the accuracy of required documents such as: Selective Service Verification, Citizenship Verification, student and parent Federal Tax forms.
9. Assist in the development of forms and information for maintaining current knowledge of Federal, State and Institutional policies and regulations for the delivery of all forms of financial aid. Stay current through continual attendance at webinars, on and off campus staff trainings and by using online resources.
10. Collaboration with various student services and academic departments including but not limited to EOP&S, Admissions and Records, DSP&S, Career and Transfer, Assessment, Foster Youth Initiative Programs, Palo Verde College Foundation office, Palo Verde College Learning centers and other various academic programs through participation on committees, meetings and discussions for the integration of financial aid to these departments.
11. Assist in the workflow for processing file documents and completion of all financial aid requests in compliance with Federal, State and Institutional regulations.
12. Ensure accurate communication and marketing of financial information to a diverse student population through advertising campaigns, flyers, letters, emails and websites which include information regarding financial aid updates, deadlines and programs.

13. Assist with the state wide grant Board of Governors Fee Waiver (BOGW) including:
    a. Awarding of the grant.
14. Maintain compliance required by State regulations assuring modifications, additions, and
    a. Legislative changes are implemented.
    b. Develop annual applications, policy and procedures and customer service guidelines for the BOGW program.
    c. Verify Veterans eligibility for the BOGW through documents received through the Department of Veterans Affairs.
    d. Accountable for BOGW applications records retention in compliance with State regulations.
    e. Audit BOGW applications for eligibility requirements to ensure accurate data input for State reporting purposes.

15. Ensure all non-verified files are processed and prepared for timely awarding.
    a. Accountable for the accuracy of information regarding the disbursement of funds to students based on enrollment status and financial aid eligibility.
    b. Continually updates financial aid regulatory knowledge by participating in trainings and seminars provided by the District, Department of Education and organizations including CCCSFAAA (California Community Colleges Student Financial Aid Administrators Association), and other financial aid agencies.

16. Assist with workshops and seminars related to student financial operations and benefits for students.
    a. Participates in District-provided in-service training programs.
    b. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
    c. Performs other duties, related to the position, as assigned.

**LENGTH OF CONTRACT:**
12 Month position (40 hours per week) (Evening and weekend duties may be assigned)

**CLASSIFICATION:**
Class 5 of the classified schedule.

**BENEFITS:**
Regular fringe benefits package per CSEA contract will be accorded for this position.

**POSITION QUALIFICATIONS:**

1. Graduation from high school or GED equivalent.
2. Two years or more of working in a California Community College.
3. Typing skills @ 40 wpm.
4. Ability to communicate effectively orally and in writing.
5. Ability to work under time constraints.
6. Experience in data entry, retrieval, and report preparation or post secondary certificate in office administration.

7. Ability to pass clerical skills test.
8. Physical ability to work effectively in a fast paced environment.

**PREFERED QUALIFICATIONS:**

1. Associates Degree with business/computer emphasis.
2. Prior experience in an institution of higher education preferably in Financial Aid or Student Services.

Palo Verde College

# Financial Aid Technician II

**BASIC FUNCTION**: Under the supervision of the Director of Financial Aid, perform professional customer service transactions for all programs under Title IV Federal, State and Institutional specialized grants, waivers and scholarships. Coordination of outreach to area high schools, secondary education institutions, outside agencies including scholarship donors, community service organizations, Department of Rehabilitation, Department of Social Services, EOP&S, Workforce Preparation and other student service and academic departments.

**REPRESENTATIVE DUTIES**:

1. Assist with the day to day operations and work flow of the front office.
2. Responsible for front counter and phone schedules to ensure effective coverage of the front office.
3. Provides guidance and direction to students and families on guidelines for the Department of Education for Dependency status changes requiring validation of various official and high level security documents.
4. Maintain all files, making sure there is adequate supply of all financial aid forms, applications and supplies. Using Galaxy, keep Director of Financial Aid informed of all Purchase Requests and balances of funds.
5. With direction of the Financial Aid Director, coordinate all conferences and travel for staff members.
6. Updates and prepares communication pieces and electronic correspondence to students.
7. Responsible for the scanning and archiving of student financial aid documents including knowledge of the Image Now Scanners/Perceptives Software system.
8. Assist the Financial Aid Technician III in determining the accuracy of required documents such as: Selective Service Verification, Citizenship Verification, student and parent Federal Tax forms.
9. Assist in the development of forms and information for maintaining current knowledge of Federal, State and Institutional policies and regulations for the delivery of all forms of financial aid. Stay current through continual attendance at webinars, on and off campus staff trainings and by using online resources.
10. Collaborates with various student services and academic departments including but not limited to EOP&S, Admissions and Records, DSP&S, Career and Transfer, Assessment, Foster Youth Initiative Programs, Palo Verde College Foundation office, Palo Verde College Learning centers and other various academic programs through participation on committees, meetings and discussions for the integration of financial aid to these departments.
11. Assist in the workflow for processing file documents and completion of all financial aid requests in compliance with Federal, State and Institutional regulations.

12. Ensure accurate communication and marketing of financial information to a diverse student population through advertising campaigns, flyers, letters, emails and websites which include information regarding financial aid updates, deadlines and programs.

13. Assist in the administration of the state wide grant Board of Governors Fee Waiver (BOGW) including:
    a. Awarding of the grant.
14. Maintain compliance required by State regulations assuring modifications, additions, and
    a. Legislative changes are implemented.
    b. Develop annual applications, policy and procedures and customer service guidelines for the BOGW program.
    c. Verify Veterans eligibility for the BOGW through documents received through the Department of Veterans Affairs.
    d. Accountable for BOGW applications records retention in compliance with State regulations.
    e. Audit BOGW applications for eligibility requirements to ensure accurate data input for State reporting purposes.

15. Assist the FA Technician III with all non-verified files are processed and prepared for timely awarding.
    a. Accountable for the accuracy of information regarding the disbursement of funds to students based on enrollment status and financial aid eligibility.
    b. Continually updates financial aid regulatory knowledge by participating in trainings and seminars provided by the District, Department of Education and organizations including CCCSFAAA (California Community Colleges Student Financial Aid Administrators Association), and other financial aid agencies.

16. In the absence of the VA Certifying Official, provide specialized assistance to new and continuing veteran students and/or dependents of veterans. Utilizing the Veteran's Administration Web program VA Once, check and maintain students' enrollment is correctly reported.

17. Present workshops and seminars related to student financial operations and benefits for students.
    a. Participates in District-provided in-service training programs.
    b. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
    c. Performs other duties, related to the position, as assigned.

**KNOWLEDGE OF**: State, Institutional, Federal student financial assistance programs, policies, rules and regulations; Federal programs such as FAA Access, Ed Express, NSLDS, as well as institution programs (Datatel, SARS, WebI) knowledge of policies and procedures related to Federal, State and Institutional grants and loans; Federal and State processing and counter intake guidelines; operations of a financial aid office; knowledge of financial issues impacting at-risk students, students in support services students in the public and high school settings.

**ABILITY TO**: Interpret Federal, State and Institutional policies and procedures in order to implement changes or modifications to ensure compliance with financial aid regulations; to

create and update policies and procedures for existing and new financial aid processes and programs; maintain communication and cooperative working relationships with Student Services Staff, students, families and other departments. Assure confidentiality of student records in compliance with Federal regulations. Work independently in the effort to facilitate the verification of all data for the timely delivery of student financial assistance. Coordinate the daily, weekly monthly and annual tasks of the Financial Aid department. Interpret policies and procedures related to grants, programs and scholarships; to present workshops and seminars.

**LENGTH OF CONTRACT:**
12 Month position (40 hours per week) (Evening and weekend duties may be assigned)

**CLASSIFICATION:**
Class 8 of the classified schedule.

**BENEFITS:**
Regular fringe benefits package per CSEA contract will be accorded for this position.

**POSITION QUALIFICATIONS:**

1. Typing skills @ 40 wpm.
2. Associates Degree and two years of experience in Student Services.
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/computer emphasis.
2. Prior experience in an institution of higher education preferably in Admissions and Records or Student Services.

Palo Verde College

# Financial Aid Technician III

**BASIC FUNCTION**: Under the supervision of the Director of Financial Aid, supervise all professional customer service transactions for all programs under Title IV Federal, State and Institutional specialized grants, waivers and scholarships, ensuring complex and confidential documents and information are accurate, current and are compliant with all required regulations.

**PROVIDES WORK OR LEAD DIRECTION TO**: Supervise Student workers as well as Federal Work Study student(s).

**REPRESENTATIVE DUTIES**:

1. Assist in coordinating the day to day operations and work flow of the front office.
2. Makes recommendations regarding new technology, departmental operation and procedures with the front office staff, support specialist and short term employees and adheres compliance to policies and procedures.
3. Coordinates counter and phone schedules with Financial Aid Specialist II to ensure effective coverage of the front office.
4. Responsible for the integrity and accuracy of data gathered and compiled for State reporting.
5. Provides guidance and direction to students and families on guidelines for the Department of Education for Dependency status changes requiring validation of various official and high level security documents.
6. Provide initial contact, information and advice for tuition deferments for non-resident students.
7. Updates and prepares communication pieces and electronic correspondence to students.
8. Serves as the counter lead in the Student Services office when determining the accuracy of required documents such as: Selective Service Verification, Citizenship Verification, student and parent Federal Tax forms.
9. Develop forms and information for maintaining current knowledge of Federal, State and Institutional policies and regulations for the delivery of all forms of financial aid. Stay current through continual attendance at webinars, on and off campus staff trainings and by using online resources.
10. Serve as liaison between the initial line of customer service and the Financial Aid Technician(s) to determine the course of further action for customers with extenuating circumstances and financial situations.
11. Collaborates with various student services and academic departments including but not limited to EOP&S, Admissions and Records, DSP&S, Career and Transfer, Assessment, Foster Youth Initiative Programs, Palo Verde College Foundation office, Palo Verde College Learning centers and other various academic programs through participation on committees, meetings and discussions for the integration of financial aid to these departments.

12. Responsible for the workflow for processing file documents and completion of all financial aid requests in compliance with Federal, State and Institutional regulations. Must guarantee the accuracy of confidential eligibility documents received that have been requested by the Department of Homeland Security, Social Security Administration, Selective Service Administration, Department of Education and other legal authorities.
13. Ensures accurate communication and marketing of financial information to a diverse student population through advertising campaigns, flyers, letters, emails and websites which include information regarding financial aid updates, deadlines and programs.
14. Responsible for the administration of the state wide grant Board of Governors Fee Waiver (BOGW,) including:
    a. Awarding of the grant.

15. Assists with collection of data for determination of satisfactory progress for Financial Aid students.
16. Responsible for (or assist others) awarding and reporting Cal Grant Awards and reconciliation to California Student Aid Commission.
17. Maintain compliance required by State regulations assuring modifications, additions, and:
    a. Legislative changes are implemented.
    b. Develop annual applications, policy and procedures and customer service guidelines for the BOGW program.
    c. Verify Veterans eligibility for the BOGW through documents received through the Department of Veterans Affairs.
    d. Accountable for BOGW applications records retention in compliance with State regulations.
    e. Audit BOGW applications for eligibility requirements to ensure accurate data input for State reporting purposes.
    f. Assist with end of the year reports to the state, regarding BOGW for next year's allocation.
18. Responsible for (or assist others) ensuring all non-verified files are processed and prepared for timely awarding. Coordinate receipt of non-verified student file lists from support specialists and monitor processing progress for each deadline. Verify the accuracy of documents received and make sure that all saved lists are accurate, organized and follow established policy and procedures prior to awarding and:
    a. Accountable for the accuracy of information regarding the disbursement of funds to students based on enrollment status and financial aid eligibility.
    b. Continually updates financial aid regulatory knowledge by participating in trainings and seminars provided by the District, Department of Education and organizations including CCCSFAAA (California Community Colleges Student Financial Aid Administrators Association), and other financial aid agencies.
    c. Mentor and train new employees in all areas related to preparation and processing of student files for awarding in accordance with financial aid regulations.
19. Responsible for the collection of data for federal and state program yearly applications and reports including State MIS reporting. Assist with all edits of MIS reporting to the State.
20. Responsible for Return to Title IV calculations based on student withdrawals and total Failure (all F grades).

21. Present workshops and seminars related to student financial operations and benefits for students.
    a. Participates in District-provided in-service training programs.
    b. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
    c. Performs other duties, related to the position, as assigned.
22. In the absence of the Director of Financial Aid and Scholarships, maintain the current functions of the office to ensure the delivery of Federal and State Financial Aid.

**KNOWLEDGE OF**: State, Institutional, Federal student financial assistance programs, policies, rules and regulations; Federal programs such as FAA Access, Ed Express, NSLDS, as well as institution programs (Datatel, SARS) knowledge of policies and procedures related to Federal, State and Institutional grants and loans; Federal and State processing and counter intake guidelines; operations of a financial aid office; knowledge of financial issues impacting at-risk students, students in support services students in the public and high school settings.

**ABILITY TO**: Interpret Federal, State and Institutional policies and procedures in order to implement changes or modifications to ensure compliance with financial aid regulations; to create and update policies and procedures for existing and new financial aid processes and programs; maintain communication and cooperative working relationships with Student Services Staff, students, families and other departments. Assure confidentiality of student records in compliance with Federal regulations. Work independently in the effort to facilitate the verification of all data for the timely delivery of student financial assistance. Coordinate the daily, weekly monthly and annual tasks of the Financial Aid department. Interpret policies and procedures related to grants, programs and scholarships; to present workshops and seminars.

**LENGTH OF CONTRACT:**
12 Month position (40 hours per week) (Evening and weekend duties may be assigned)

**CLASSIFICATION:**
Class 10 of the classified schedule.

**BENEFITS:**
Regular fringe benefits package per CSEA contract will be accorded for this position.

**POSITION QUALIFICATIONS:**

1. Graduation from high school or GED equivalent. An Associate's Degree (or equivalent) from an accredited institution.
2. Two years or more of working in a California Community College and/or working in the accounting or business services department.
3. Typing skills @ 40 wpm.
4. Ability to communicate effectively orally and in writing.
5. Ability to work under time constraints.
6. Experience in data entry, retrieval, and report preparation or post s3econdary certificate in office administration.
7. Ability to pass clerical skills test.
8. Physical ability to work effectively in a fast paced environment.

**PREFERED QUALIFICATIONS:**

1. Associates Degree with business/computer emphasis.
2. Prior experience in an institution of higher education preferably in Financial Aid or Student Services.

Palo Verde College

# Financial Aid Computer Applications Technician I

**BASIC FUNCTION:** Under the supervision of the Director of Financial Aid and Scholarships, the FA Computer Applications Technician I will install, maintain, and upgrade software applications designed for the specialized use of the District's Financial Aid and Scholarships; ensure efficient operation and integrity of computer operating systems; provide training and support of office computers and software applications; assist students to secure financial aid, and perform related work as required.

**REPRESENTATIVE DUTIES:**

The Financial Aid Computer Applications Technician ensures that computer information systems, hardware, software and database table maintenance meet the current needs and future demands of the Financial Aid Office within Federal guidelines; maintains applications and multiple databases which generate reports and track financial aid disbursements; and determines student eligibility for financial aid programs. Installs, configures, maintains, updates and troubleshoots software programs used by Financial Aid, Scholarship Programs as required by Federal and State entities.

1. Assists in the development and implementation of the information processing center for the Financial Aid Office.
2. Works with Computing Services to obtain additional programs and reports from the District's Student Information System (SIS).
3. Trains financial aid staff in the use of software applications.
4. Performs backup and storage procedures for all financial aid information databases.
5. Maintains current knowledge of emerging software applications and makes recommendations for Financial aid office; troubleshoots technical hardware and software problems; attends conferences and workshops.
6. Serves as back up to Financial Aid Technicians to evaluate financial aid applications and supporting documents for accuracy, clarity and completeness according to Federal and State rules and regulations to determine eligibility for financial aid.
7. Monitors disbursement of federal and state financial aid and scholarship awards.
8. Monitors students' academic progress to evaluate continued financial aid eligibility.
9. May make presentations to students and parents regarding financial aid availability and process.
10. Provides technical assistance to students applying for financial aid electronically.
11. Maintains user access (password control) to confidential financial aid management system, as well as local access to State and Federal databases.
12. Queries database to create various Financial Aid Reports.
13. Keeps informed about the regulations of federal, state, and local financial aid programs.
14. Assists with maintaining permanent student financial aid records, and completes financial aid information requests by local or state agencies.
15. Assists the evaluation of financial aid applications, completes budgets, and verification process.
16. Attends regular meetings, workshops, and conferences as needed (may require out of town travel).

**EMPLOYMENT STANDARDS ABILITY TO:**

Learn new technologies quickly; analyze, implement and troubleshoot new software programs; interact effectively with all areas of Computing Services; perform complex technical tasks accurately and within defined deadlines; work effectively with diverse group of technical and non-technical users; give and follow oral and written instructions; analyze the financial needs of students to determine their financial aid eligibility; apply financial aid program in a fair, consistent and objective way; maintain cooperative working relationships; demonstrate a sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**
Principles, practices, and technologies of computer operating systems such as UNIX, Windows, Windows NTFS; use of computer servers and services, networking and software; maintaining database parameters; Federal and State programs that provide financial assistance to students; needs' analysis, financial aid packaging, fee waivers, verification procedures, and student eligibility guidelines; interviewing techniques; relevant Federal, State and local laws, rules, and regulations; Federal reconciliation processes and reporting processes.

**LENGTH OF CONTRACT:**
12 Month position (40 hours per week) (Evening and weekend duties may be assigned)

**CLASSIFICATION:**
Class 5 of the classified schedule.

**BENEFITS:**
Regular fringe benefits package per CSEA contract will be accorded for this position.

**MINIMUM QUALIFICATIONS:**
High school or GED equivalent
Associate's degree or equivalent desired.

**POSITION QUALIFICATIONS:**

1. Graduation from high school or GED equivalent. An Associate's Degree (or equivalent) from an accredited institution is desired.
2. Two years or more of working in a California Community College.
3. Typing skills @ 40 wpm.
4. Ability to communicate effectively orally and in writing.
5. Ability to work under time constraints.
6. Experience in data entry, retrieval, and report preparation or post s3econdary certificate in office administration.
7. Ability to pass clerical skills test.
8. Physical ability to work effectively in a fast paced environment.