MEMORANDUM OF UNDERSTANDING #22
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Rebench Classifications
May 15, 2024

This Memorandum of Understanding ("MOU") is agreed to between the Folsom Cordova Unified School District ("District") and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as "the Parties." The District and CSEA are parties to a collective bargaining agreement ("CBA") which expires June 30, 2025.

The parties have met, negotiated, and agreed to the following:

1. Systems Administrator is an eight (8.0) hour, twelve (12) month classification currently placed on Range 30. There are currently two (2) incumbents in this classification.
    a. Employee # 611696
    b. Employee # 617343

2. Instructional Materials Technician is an eight (8) hour, twelve (12) month classification currently placed on Range 10. There is currently one (1) incumbent in this classification.
    a. Employee # 612975

The District intends to rebench the above listed classifications and incumbents as follows:

1. Systems Administrator from Range 30 to Range 33 on the Classified Comprehensive Employee Salary Schedule due to changes in complexity of essential duties as noted in the job description (Attachment A).

2. Instructional Materials Technician from Range 10 to Range 13 on the Classified Comprehensive Employee Salary Schedule due to changes in complexity of essential duties as noted in the job description (Attachment B).

    a. Employee(s) impacted by the change in classification/job title will retain seniority accrued in the classification of Instructional Media Technician.

This is a one-time, non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this reclassification. This MOU shall be in effect July 1, 2024.

Cost estimates impact to the general funds are as follows:

- Systems Administrator - $21,150
- Instructional Materials Technician - $ 6,400

For CSEA, Chapter 528 — Date 6/3/2024

For Folsom Cordova Unified School District — Date 5-28-2024

CSEA Labor Relations Representative — Date 06/03/2024

Board Approved: 06.20.2024

CSEA Ratified: 06.07.2024

Folsom Cordova Unified School District

Position Classification: Classified

NEW/UPDATED 11/01/2023 VERSION 1
SYSTEMS ADMINISTRATOR

DEFINITION:

Under the direction of the ~~Chief Technology Officer~~ Director of Information and Technology Services, Educational Technology & Information Systems, or designee, provides support for District systems including troubleshooting and resolving hardware, software, and connectivity problems, user access and component configuration. Maintains District systems including customization, configuration, installation, software and platform upgrades and testing. Provides implementation support for new systems including upgrades, customization, integration, and testing. Acts as knowledge expert for District systems and distributed applications.

~~Ensures continuous and efficient functioning of District host, network, and web-hosted servers, as part of the greater ETIS Network Team.~~

QUALIFICATIONS:

Experience:

- Three (3) years of increasingly responsible experience in technology systems design, maintenance, and support.
- Direct experience with technology systems used by the ~~D~~district.
- Industry certifications, vocational training or on-the-job experience may be substituted for ~~some~~ higher education.

Education:

- Completion of a Bachelor or Art/Sciences degree in a computer related discipline or equivalent experience and training; or successful completion of a computer operations course in a private or technical school, with strong emphasis on the above qualifications.

Licenses/Certifications:

- Possession of a valid California driver's license and insurance.
- This position requires the use of the employee's personal vehicle.

~~DISTINGUISHING CHARACTERISTICS:~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ~~Actively coordinates with team members and other groups to effectively perform general and routine requests such as permission changes, patch application and testing~~
- ~~Follows and creates procedures and guidelines to install, patch, configure, customize, troubleshoot, upgrade, integrate and maintain systems and software~~
- ~~Supports and collaborates with team members, software vendors, and other technical staff on project efforts to achieve implementation plans and timelines.~~
- ~~Collaborates with team members, software vendors, and other technical staff to develop, design, implement, and continuously improve systems~~
- ~~Provides general and routine technical support to a broad range of installation, patching, configuration, and updates to District applications and systems.~~
- ~~Other duties as are reasonably related to the position~~
- ~~Supports~~Maintain and administers computer network and related district applications, including system software implementation, installation, configuration, and documentation development.
- Provides proactive monitoring, maintenance, and regular updates to district applications.
- Installs, upgrades, and maintains databases and application servers.
- Perform data~~Manages and maintains~~ back-ups and disaster recovery processes and procedures.

- Diagnose, troubleshoot, and resolve hardware, software or other network and system problems.~~, and~~ ~~U~~use diagnostic tools and utilities to replace defective components when necessary. ~~resolve application problems,~~
- ~~e~~Escalate and collaborate with vendors~~issues to vendors, and works with~~ to resolve application problems. ~~them toward resolution.~~
- Plan, coordinate, and implement network security measures to protect data, software, and hardware.
- Configure, monitor, and maintain email applications or virus protection software.
- Monitor network performance to determine whether adjustments are needed and where changes will be needed in the future.
- Gather data pertaining to customer needs, and use the information to identify, predict, interpret, and evaluate system and network requirements.
- Recommend changes to improve systems, network configurations, and determine hardware or software requirements related to such changes.
- Ensures system integration, identifies standards, and prioritizes project tasks and other activities to meet district needs.
- Confer with network uses about solution to existing system problems.
- ~~Suppports~~Supports end users by providing training and technical support on district applications.
- Other duties as assigned, as are reasonably related to the position.

KNOWLEDGE:

- Knowledgeable in current and previous versions of Windows Server operating systems
- ~~Knowledge and experience in systems management softwares that manage large groups of computers and mobile devices, which provide remote control, patch management, software distribution, operating system deployment, network access protection and hardware and software inventory. Experience in, including but not limited to, SCCM, Google Chrome Management, AirWatch, and directory system services.~~
- ~~Familiar with enterprise e-mail systems, virtual server environments and a working knowledge of database design techniques and host computer logical and physical database structures and relationships~~
- Experience with Microsoft Active Directory, Azure, Office 365 Suite, ~~SCCM/MECM~~, and Intune/Endpoint Manager.
- Knowledge and experience administering Google Workspace for Education in a K-12 enterprise environment.
- Experience in administration and configuration of enterprise mobility management (MS Intune/Google).
- Knowledge and experience in scripting languages, with the ability to write efficient and reliable scripts for automation.
- Experience developing and supporting data import/export processes, including SFTP integrations.
- Experience with application security best practices, including SSO integration and certificate management.

ABILITIES AND SKILLS:

- Ability to script and provide operating system/application troubleshooting and software development.
- Ability to work well with others and to demonstrate an excellent quality of work with little or no supervision required.
- Must be highly organized with excellent communication and documentation skills.
- Ability to train others.
- Ability to meet schedules and timelines.
- Physical ability sufficient ~~enough~~ to lift computer equipment (computers, monitors, printers).

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity

to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

Attachment B

REVIEW DATES
Cabinet Approved:
CSEA Approved
Board Approved

UPDATED 05/14/2024 -AC

Instructional Materials Technician

DEFINITION:

Under the supervision of the Assistant Superintendent of Education Services and their administrative designees, and in coordination with the District's Librarian, the Instructional Materials ~~Media~~ Technician coordinates the acquisition and maintenance of District textbooks, instructional and audio-visual materials, performing a variety of functions related to obtaining price quotations, ordering, ~~receiving,~~ processing, cataloging, distributing, and maintaining a, ~~and~~ curriculum materials inventory.

EXPERIENCE:

- Two (2) years of increasingly responsible library experience or experience in office clerical work involving ~~accounting, financial or statistical records,~~ ordering centralized material distribution, cataloging or library maintenance.
- Experience with library management system software (Destiny).
- Experience with word processing and spreadsheet software.

EDUCATION:

- Equivalent of high school diploma
- Coursework in library and media instruction is preferred.

CERTIFICATES OR LICENSES:

- Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

REQUIRED TESTING: Pre-employment physical evaluation and assessment to demonstrate minimum qualifications required for position.

ESSENTIAL FUNCTIONS:

- Perform various instructional material acquisition duties including sourcing, obtaining quotes, and utilizing assigned software to generate requisitions for textbooks and digital licenses, curriculum kits, consumables, and teacher materials.
- Provide cost data for new acquisitions based on projected enrollment, current inventory, publisher costs, distribution ratios or other factors.
- Create and maintain publisher and vendor contact lists; contact vendors to clarify prices and delivery dates; check shipments and verify orders.
- Check materials received for proper quantity and quality, document and shelve instructional materials, equipment, and supplies. Track purchase orders with vendors for prompt and timely delivery.
- Process newly acquired curriculum material and assure new materials are stamped and processed for distribution; enter titles, codes, quantities, and other pertinent information into automated inventory system.
- Perform a variety of tasks in connection with the administration, development, installation, implementation, procurement, or support of district information processing systems (e.g., Destiny).
- Make decisions regarding adjustment to quantities of adoption orders. Maintain accurate records of multi-year adoptions to ensure we receive all acquired materials from vendors.
- Respond to inquiries from staff and vendors and provide information regarding pending purchase orders, back orders, invoices, and the status of orders.

- With the support of Library Staff, ~~Clerks,~~ coordinate the sharing textbooks and instructional materials throughout district. Receive and inventory curriculum and instructional materials from school sites. Prepare curriculum instructional materials to ship to assigned sites or individuals.
- Maintain warehouse inventory of curriculum materials and perform related duties including checking in/out and ensure the availability of curriculum materials.
- Schedule pickup for all sites of obsolete instructional materials.
- Conduct periodic physical inventory of instructional media, inspecting and repairing or disposing of damaged or outdated materials, ensure collections are maintained according to defined budgets, adoption guidelines, and in compliance with established licensing regulations.
- Maintain warehouse inventory of curriculum materials and perform related duties including checking in/out and to ensure the availability of curriculum materials.
- Prepare and maintain a variety of computerized and manual reports including collection summaries, budget reports, distribution records, renewal information, adoption records, and overdue lists; provide documentation and information to others.
- ~~Maintain Curriculum & Instruction materials in warehouse storage area.~~
- Receive and inventory curriculum and instructional materials from school sites.
- Prepare curriculum instructional materials to ship to assigned sites or individuals as needed.
- Duties may include moving and lifting boxes, unwrapping or wrapping and building pallets, when required in the receipt or distribution of curriculum and instructional materials from or to sites.
- Perform other related duties as assigned within the scope of this job classification.

KNOWLEDGE OF:

- Curriculum materials across various grade levels and subjects.
- General principles, techniques, and procedures of researching, comparing, and purchasing textbooks and instructional materials.
- Familiarity with District polices pertaining to instructional materials K-12.
- Operation of computer, purchasing software, Destiny Library Management System ~~library~~ and inventory software.
- Requires a basic knowledge of inventory control.
- Standard clerical procedures and modern office methods, procedures, and software systems.
- General accounting, methods used in financial and statistical record-keeping.
- ~~Basic methods, procedures and terminology used in accounting and budget work.~~
- ~~Basic math, including calculations using fractions, percentages, and/or ratios.~~
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- ~~Warehouse procedures, policies, and methods.~~
- Safe work practices for lifting, carrying, bending, climbing, and repetitive hand motions.

ABILITY TO:

- Design and manipulation of spreadsheets.
- Use library automation systems (Destiny).
- Perform a variety of complex duties related to the acquisition and circulation of textbooks and instructional materials.
- Maintain stock inventory and follow established rules for filing and control of materials.
- Prepare and distribute orders for textbooks and instructional materials.
- Serve as a liaison between school sites, departments, vendors, and publishers concerning instructional materials.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Handle all matters in a tactful, courteous, and confidential manner to maintain and/or

establish good public relations.

- Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
- Be attentive to details and adapt to changing work priorities.
- Work with frequent interruptions.
- Work with detailed information/data.
- Analyze issues and create action plans.
- Gather, collate, and/or classify data.
- Operate a variety of job-related equipment including computers, calculators, copiers, warehouse, and related office machines, pallet jack and bar code machine.
- Effectively communicate orally and in writing, prepare reports, disseminate information, and document.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: Must possess the strength, stamina and mobility to perform moderate physical work which includes occasion lifting, carrying, and moving materials weighing up to 30 pounds and heavier weight with the use of proper equipment; pushing and/or pulling moderately heavy objects; occasional climbing and balancing; stooping, kneeling, crouching, reaching, handling, touching and/or feeling; hold and grasp objects with full range of motion in wrists and arms; manual dexterity to operate a telephone and enter data into a computer; manual dexterity to maintain rigorous work schedule involving ordering and managing instructional materials.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees in this position will be required to work indoors in a standard office and warehouse environment, in various outdoor locations, and come in direct contact with district staff and the public; will occasionally work in outside weather conditions.
- Employees in this position frequently work near moving mechanical parts and motorized equipment to load/unload or move materials.
- The noise level in the work environment is usually moderate.