

MEMORANDUM OF UNDERSTANDING #21
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Facilities Project Associate - New Job Description
March 26, 2025

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, 2026.

The parties have negotiated all matters within the scope of representation and reached agreement on the Facilities Project Associate new job description (Attachment A).

Rationale

The Facilities and Planning Department will need the Facilities Project Associate to support project planning, coordination, and execution. This role will improve project management, enhance collaboration with team members, ensure efficient resource allocation, and maintain documentation and compliance. The Associate's contributions will help complete projects on time and within budget. This is a new job description.

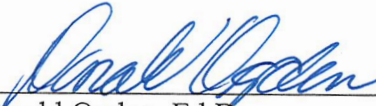
Salary Placement

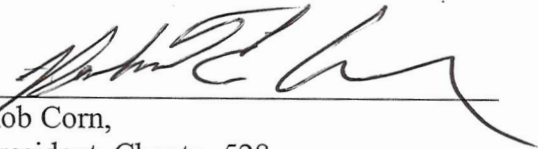
The Facilities Project Associate will be placed on Range 29 of the Classified Comprehensive Salary Schedule (Attachment B).

Fiscal Impact

There is no fiscal impact to the General Fund. This position will be funded from developer fees.

The job description shall be effective upon ratification by the Board of this MOU.

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

By: 
Rob Corn,
President, Chapter 528

Date: 4-16-2025

By: 
Kim Howell, CSEA
Labor Relations Representative, Chapter 528

Date: 4.16.25

Board Approved: 09/18/2025

CSEA Ratified: 08/27/2025

Folsom Cordova Unified School District

Position Classification: Classified

FACILITIES PROJECT ASSOCIATE

DEFINITION:

Under the Director of Facilities Development, the Facilities Project Associate works with the Planning and Construction staff to provide a variety of administrative and logistical support for capital construction projects including pre-bid communications, financial and contractual monitoring of large capital projects, processing of contract documents such as insurance, bonds, and prevailing wage documentation, and processing of project close out documentation.

QUALIFICATIONS:

Experience:

- A minimum of four (4) years' experience in project administration or a closely related field.

Education:

- Graduation from a four-year accredited college with emphasis on planning, public administration, or closely related field. Experience may be substituted for the required education on a year-to-year basis

DISTINGUISHING CHARACTERISTICS:

This position requires a broad knowledge of the procedures, laws, and technical requirements related to facilities project coordination and the ability to provide a high level of technical assistance to the Facilities Department. Internal advancement to the Facilities Project Associate requires four (4) years of experience in facilities project administration with at least two (2) years' experience with the Facilities department at FCUSD.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Facilities Development, incumbent will:

- Assist in ensuring adherence to all applicable laws, regulations, and district policies related to facility contracts.
- Monitor and assure timely and appropriate development of projects and project schedules.
- Coordinate project planning, including budget input, monitoring, scheduling and permitting.
- Assist with pre-qualification and post-bid requirements.
- Researches, prepares, receives and evaluates quotes; recommend the award of a project.
- Maintain accurate documentation of contracts, project details, and communication with vendors.
- Monitor construction budgets through using a separate accounting system (Accountability).
- Prepares, updates, and maintains the Facilities and Construction Project log, listing all current contract information.
- Coordinates site visits and pre-bid, pre-construction conferences, and attend job meetings as required.
- Work with architect, engineers, contractors and inspectors for final acceptance of the Division of State Architect permits (permit through close out of projects)
- Coordinate and maintain communication and cooperative working relationships with site administrators and other district personnel.
- Performs related duties as assigned.

Board Approved x/xx/xxxx

FACILITIES PROJECT ASSOCIATE

KNOWLEDGE:

- School facilities construction and modernization process.
- Division of State Architect requirements.
- Applicable federal, state, local construction laws, rules and regulations.

ABILITY AND SKILLS:

- Read and understand laws, rules, and regulations for purchasing under Education, Government and Public Contract Codes.
- Understand California Uniform Construction Cost Accounting Regulations.
- Prepares or drafts letters, reports, bulletins, and memorandums, including material of a confidential nature.
- Analyze situations and data accurately.
- Write and speak effectively, including English usage, spelling, grammar and punctuation.
- Ability to work independently without supervision.

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.

Board Approved x/xx/xxxx



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE EMPLOYEE SALARY SCHEDULE KEY 2024-2025

SPECIALISTS

Occupational Therapist	45
Physical Therapist	45
Equity Leader II	43
Mental Health Specialist II	42
Student Data Analyst	41
Behavior Specialist	38
Community Schools Facilitator II	38
Mental Health Specialist I	38
Registered Nurse	38
School Social Worker I	38
Database Administrator	35
Network Administrator	35
Network Engineer	35
Applications Specialist – PowerSchool	33
Applications Specialist	33
Theater Production Specialist II	32
Systems Administrator	33
Community Schools Facilitator	29
Facilities Project Associate	29
Mental Health Specialist Associate	29
School Social Worker Associate	29
Data Administrator & CALPADS Specialist	28
Fiscal Data Analyst	28
ETIS Support Specialist II	27
Lead Printer II	27
Certified Occupational Therapist Assistant (COTA)	26
Equity Leader I	26
Facilities Planner	25
Lead Buyer	25
Risk Management Specialist	24
Centralized Tech Support Specialist	24
Child Welfare & Attendance Specialist	24
Classified Assistive Technology Specialist	24
Communications Specialist	24
Bilingual Community Safety Specialist	24
ETIS Support Specialist I	24
Technology Equipment Repair Technician	24
Workers' Compensation and Unemployment Analyst	23
Benefits Analyst	22
Personnel Analyst	22
Speech Language Pathologist Assistant	22
Theater Production Specialist	22
Employee Benefits Specialist	17
Lead Printer	17
Personnel Technician	17
Buyer	15
Due Process Technician	15
Help Desk Technician	15
Help Desk Technician-Testing and Assessment	15
Licensed Vocational Nurse	15
Education Services Student Liaison	15
Special Education Applications Specialist	15
Instructional Materials Technician	13
Restorative Specialist	12
Translator / Interpreter (Spanish)	12
Attendance Technician	11
Facilities Use Technician	11
Research Assistant II, Testing and Assessment	11
High School Library Media Assistant	10
Purchasing Specialist	10
Printer II	09
Categorical Program Assistant	08
Middle School Library Media Assistant	08
Research Assistant I	07
Expanded Learning Team Associate	07
Preschool Associate Teacher	03
Lead Campus Monitor	03
Campus Monitor	01
Expanded Learning Assistant	01
INSTRUCTIONAL ASSISTANTS	
CTE Adult Education/Welding	25
Lead Behavior Support Assistant	09
Behavior Support Assistant – General Education/Special Education	07
Mental Health Instructional Assistant	07
Transition Assistant II	07
Instructional Assistant Brailist	04
Para Educator Mod/Severe	04
Transition Assistant I	04
Computer Instructional Assistant	03
Elementary Intervention Program Assistant, (K-3) (4-6)	03

Instructional Assistant-Related Services	03
Instructional Signing Assistant DOH	03
Bilingual/ESL Instructional Assistant	02
Elementary Paraeducator, (TK) (K-5)	01
Instructional Assistant Opportunity Class	01
Special Education Instructional Assistant	01
Instructional Assistant Adolescent Parent Program	01
Instructional Assistant – Preschool	01
ADMINISTRATIVE SERIES	
Administrative Assistant III	12
Administrative Assistant (Comprehensive HS/Middle School)	12
Administrative Assistant II	11
Administrative Assistant, Alternative Ed	11
Administrative Assistant, Fiscal Services	11
Administrative Assistant, Elementary School	10
Administrative Assistant I	08
ACCOUNTING SERIES	
Lead Financial Accountant	33
Facilities Accountant	28
Financial Accountant	28
Lead Budget Technician	25
Payroll Accountant	18
Budget Technician	17
Categorical Administrative Technician	14
Central ASB Technician	14
Lead Fiscal Services Account Clerk	14
Adult Education Account Technician	13
Categorical Account Technician II	12
Facilities Account Technician	11
Categorical Account Technician I	10
Fiscal Services Account Clerk	10
Student Body Account Technician	09
Account Clerk II	08
Account Clerk I	06
COORDINATORS	
Bilingual/Special Project Coordinator	15
Parent Coordinator	01
CLERICAL SERIES	
Academic and Career Advisor – Adult Education	09
Registrar (Comprehensive HS)	09
Athletic Clerk	08
College and Career Clerk	07
Registrar (Alternative Education)	07
Middle School Registrar	07
Medi-Cal SMAA/LEA Clerk	05
Clerk Typist III	04
Clerk Typist III, District Receptionist	04
Personnel Clerk II	04
Health Assistant	04
Elementary School Library Media Clerk	03
School Clerk, Elementary/Secondary	03
Clerk Typist II / I	02
FOOD SERVICE SERIES	
Food Service Office Technician	15
Food Service Technician	14
Food Service Clerk	11
Food Service Worker II	06
Food Service Worker I	03
MAINTENANCE & OPERATIONS SERIES	
Maintenance Mechanic III- Lead	24
Carpenter/Hardware Technician	18
Equipment Repair Technician	18
Fire Intrusion Detection Technician	18
Grounds Maintenance Technician	18
Head Custodian III	18
Maintenance Electronics Technician/Electrician	18
Maintenance HVAC	18
Maintenance Mechanic II	18
Maintenance Painter	18
Plumber/Welder	18
Head Custodian/Trainer	16
Maintenance Mechanic I	13
Warehouse Person/Maintenance Mechanic I	13
Head Custodian II	12
Head Custodian I	10
Building & Grounds Utility Worker	08
Lead Night Custodian	08
Delivery Driver (LMC)	07
Grounds Worker	07
Custodian	04

Board Approved 03/20/2025; Pending Board Approval 04/15/2025