

CST Reclassification Committee Recommendations 2019

Reclassification Committee met on April 15, 2019

Pursuant to Article 38 of the Contractual Agreement between Mt. Diablo Unified School District and CST Public Employees Union Local One, a reclassification review has been completed for a classification submitted by the Reclassification Committee to the Executive Director of Human Resources requesting the following approval per job description as attached. This reclassification request will be effective July 1, 2019.

Recommendation:

Human Resources Assistant II: Reclassify one (1) Human Resources Assistant I to Human Resources Assistant II with an increase in range from 477 to 508. Increase in cost from current range to new range is a total cost \$7,048 (\$5,404 salary; \$1,644 statutory benefits) for 1 (one) employee. New job description. No change in calendar work year.

Funding: Unrestricted General Funds

Fiscal Impact: Total increased cost for one (1) CST members recommended for reclassification is \$7,048.00 effective July 1, 2019.

2019 Reclassification Requests
from
CST Public Employees Union Local One

The following reclassification request was approved by the Reclassification Committee and reviewed by Executive Director of Human Resources. The District requests that the following reclassification be approved and take effect July 1, 2019.

CST Public Employees Union Local One/AFSCME

Employee ID (FTE)	Employee Name	Current Classification	New Classification	Increased Cost
25304 (1.0)	Christine Essayan	Human Resources Assistant Range 477	Human Resources Assistant II Range 508	\$7,048 (\$5,404 salary; \$1,644 statutory benefits)

Total Increased Cost for CST Reclassification \$7,048.00

* The salary increase above also includes her longevity stipend.

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Human Resources Assistant II
REPORTS TO: Executive Director of Human Resources
DEPARTMENT: Human Resources
CLASSIFICATION: Classified
SALARY: Range 508
BOARD APPROVED:

SUMMARY DEFINITION: Under direction and supervision of the Executive Director Human Resources, performs advanced, specialized work in the Human Resources Department. Performs high-level, advanced clerical support requiring initiative and independent judgment and analysis in accordance with established procedures. Plan, organize and performs related work as required.

EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Performs a wide variety of clerical tasks requiring independent judgment
- Advertise and manage certificated job opportunities; update and maintain job postings
- Review applications and related attachments; verify qualifications of applicants
- Coordinate and arrange for applicant interviews
- Attend recruitment fairs for prospective employees; counsel applicants; prepare reports relating to personnel recruitment
- Provides information and assistance to the public regarding job opportunities and personnel policies, procedures and practices
- Develops and maintains highly confidential records
- Ensures proper processing of employee personnel records
- Performs complex, detailed and accurate computer functions using the district personnel/payroll system; operate and understand personnel system functions to assure that data entered into the system interfaces accurately with Payroll, Budget, Technology, school sites and others
- May prepare certificated employee new hire contracts

- Conduct orientations and provide information to new employees regarding personnel policies, practices and procedures; distribute, collect, review and process employee paperwork for new hires
- Research, verify, assemble, complete and evaluate a variety of personnel data, forms and information
- May perform administrative duties on special projects
- Keep accurate files
- Work under pressure
- Complete all duties in a timely manner
- Operates a variety of office equipment, utilizing computers with word processing software, spreadsheet and data base programs
- Attends job related meetings and activities specified by the Director, Certificated or Classified Personnel
- Adhere to district and contractual guidelines related to all aspects of human resources
- Performs additional duties assigned by the Director, Certificated or Classified Human Resources

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of training and experience equivalent to increasingly responsible experience in performing high-level clerical, human resources or office management duties and in all aspects of office procedures involving familiarity with data processing procedures, including progressively responsible office duties.

KNOWLEDGE OF:

- Office management, human resources office functions, practices and procedures
- English grammar, punctuation and spelling
- Policies, laws and regulative procedures
- District organization and operations
- Computer operation and related software use

SKILL IN:

- Working independently
- Handling confidential material with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Operate a computer and related software