



California
School
Employees
Association

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Matthew "Shane" Dishman
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Member of the AFL-CIO

The nation's largest
independent classified
employee association



September 22, 2022

Via Electronic Mail:

[REDACTED]
Irlanda Lopez, President
CSEA Cerritos Chapter 161

Re: Memorandum of Understanding (MOU) – Position Conversion Administrative Clerk II

Dear President Lopez:

I have received the attached MOU regarding the above-referenced matter between the Cerritos Community College District and California School Employees Association and its Cerritos Chapter 161.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA's Constitution and Bylaws, or Policy.

Ratification for this MOU *is* required. Please provide your Labor Relations Representative with the ratification date so that we may update our records.

Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedications are truly appreciated.

Please feel free to contact my office at (626) 258-3340 or hlim@csea.com if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Heng Lim
Field Director

HL/va

Enclosure

Cc: Jody Grenier, Region 35 Representative
Ivan Pastrano, Area G Director
Jerome Wilson, Labor Relations Representative

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #161
AND
CERRITOS COMMUNITY COLLEGE DISTRICT**

September 19, 2022

Cerritos Community College District and California School Employees Association and its Chapter #161, hereinafter known as the parties, have met and conferred regarding the position conversion of the Administrative Clerk II (Grade 24) classification in the Technology Division from 10- to 12-months.

Justification:

The District has an interest in converting the position from 10 to 12 months in order to address the operations and business necessity of the Technology Division. This conversion would meet retention concerns as the prior incumbent left the District in order to seek 12-month employment in another department. This conversion may further assist in the review of other programmatic operations and considerations within the Academic Affairs Department.

By signing below, the Parties have agreed that the Administrative Clerk II (Grade 24) will change from 10- to 12-months.

For the District:



Mercedes Gutierrez (Sep 19, 2022 13:31 PDT)

**Dr. Mercedes Gutierrez
Vice President, Human Resources/Assistant
Superintendent**

For CSEA:



Irlanda Lopez (Sep 26, 2022 13:45 PDT)

**Irlanda Lopez
CSEA President**



**Jerome Wilson
CSEA Labor Relations Representative**

Position: Administrative Clerk II	Salary Grade: 24
	BD: 07/18/12

Summary

Performs recurring, yet technically oriented clerical, secretarial, and customer service duties within a department, program, or equivalent College function.

Distinguishing Career Features

Administrative Clerk II requires a working knowledge of the terminology and procedures used in the area of assignment, the ability to research and extract information from commonly used databases, and the ability to troubleshoot problems encountered with customer service transactions.

Essential Duties and Responsibilities

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

- Types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. Prepares handbooks, brochures, and other program materials.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- Performs analytical duties such as evaluating student profiles for specific programs (e.g., limited English proficiency) by pre-screening registration materials or other materials that would identify and profile student needs.
- Performs receptionist duties. Greets visitors, staff, or students in person or over the telephone, and ascertains the nature of their business and provides standard information related to area of assignment.
- Receives applications and fees for classes, events, or services that do not require contact with financial aid, or admissions and records. Prepares class/course packets of student information to be used by instructors.
- Provides special assistance to students, including those with special needs. May introduce students to other services and college support.
- Maintains records and files of documents ensuring that they are processed and readily accessible. Compiles various reports according to well-defined operating procedures.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Compiles statistical data, posts routine administrative or financial transactions or other

data and maintains various department information on established data entry formats. Searches out information in departmental records and files.

- Arranges for, and assembles printed materials such as College and community information, news, and interest items.
- Assists with scheduling and setting up events that involve registration, arranging seating and multimedia equipment, and hospitality services.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates student and business information into computer-aided systems using established formats. May update and modify web pages as approved by the supervisor.
- Initiates requisitions by accessing on-line purchasing programs.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- May receive, sort and distribute incoming mail. Composes routine correspondence independently as appropriate.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Qualifications

▪ **Knowledge and Skills**

The position requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of procedures associated with processing financial transactions such as purchase orders and budget line item changes. Requires a working knowledge of personal computer-based software that support this level of work, including but not limited to word processing, spreadsheet, and software (with data entry screens) used in education. Requires sufficient arithmetic skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare standardized correspondence. Requires sufficient human relations skills to present a positive image of the department and College, convey technical information to others, and exercise sensitivity when dealing with a diverse population.

▪ **Abilities**

Requires the ability to perform in a high volume environment that may be dominated by distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, understand and apply College and State agency rules, regulations and policies. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to use a personal computer to produce correspondence, informational materials, and conduct basic research. Requires the ability to operate standard office equipment, maintain records and files, and compile alphanumeric information for reports. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to maintain productive and

cooperative relationships with staff, students, external organizations, and the public using sensitivity to diverse populations and courtesy.

- **Physical Abilities**

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

- **Education and Experience**

The position requires a high school diploma or the equivalent, and 2 years of general clerical, record keeping, and keyboarding experience in a customer service oriented environment.

- **Licenses and Certificates**

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.