



California
School
Employees
Association

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Matthew "Shane" Dishman
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Keith Pace
Executive Director

Member of the AFL-CIO

The nation's largest
independent classified
employee association



September 16, 2022

Via Electronic Mail:

[REDACTED]
Irlanda Lopez, President
CSEA Cerritos Chapter 161

Re: Memorandum of Understanding (MOU) – Position Conversion

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) 258-3349 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**

August 26, 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 III (Grade 27) classification to Research Analyst classification (Grade 48) in the Division of Institutional Effectiveness Research Planning and Grant (hereinafter, "IERPG").

Justification:

The District has an interest in the higher classification within CSEA in order to address the operational and business necessity of the IERPG. An Administrative Clerk III vacancy was created when the incumbent retired February 28, 2022. This vacancy permitted the Division to assess its programmatic needs. In addition, the Division was recently moved under the College President/Superintendent organizational chart. The needs of the division have shifted data analysis needs to include but are not limited to: fiscal projection, enrollment management, grants, and economic and resource development.

By signing below, the Parties have agreed that the Research Analyst classification will replace the former classification of Administrative Clerk III.

For the District:



Mercedes Gutierrez (Sep 9, 2022 08:35 PDT)

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

For CSEA:



Irlanda Lopez (Sep 9, 2022 10:20 PDT)

Irlanda Lopez
CSEA President



Jerome Wilson
CSEA Labor Relations Representative