

**REGULAR MEETING**  
**May 14, 2024**

**APPENDIX E**

**Approval of Tentative Agreement with  
Classified Bargaining Unit regarding the  
2023-24 Reclassification Process**

**Tentative AGREEMENT**  
between the  
SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
and the  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS CENTRAL COAST CHAPTER #455

April 22, 2024

The following reflects the full and complete agreement of the California School Employees Association and its Central Coast Chapter #455 (hereinafter “Association”) and the Santa Maria Joint Union High School District (hereinafter “District”) regarding the 2023-24 reclassification process.

1. New job descriptions for the following Association bargaining unit classifications shall be created and are attached to this agreement:

Student Information Systems Analyst I (Salary Range 34), formerly Student Information Systems Analyst (Salary Range 31)  
Student Information Systems Analyst II (Salary Range 37), formerly Student Information Systems Analyst (Salary Range 31)  
Network Systems Specialist I (Salary Range 34), formerly Network Systems Specialist (Salary Range 32)  
Network Systems Specialist II (Salary Range 37), formerly Network Systems Specialist (Salary Range 32)

2. The following reclassification requests were reviewed and are recommended for change effective 07/01/2024:

Unit Member 202324-001: to new Student Information Systems Analyst I  
Unit Member 202324-002: to new Student Information Systems Analyst II  
Unit Member 202324-003: to new Network Systems Specialist I  
Unit Member 202324-004: to new Network Systems Specialist II

3. Revised job descriptions for the following Association bargaining unit classifications shall be created and are attached to this agreement:

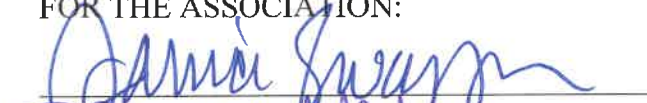
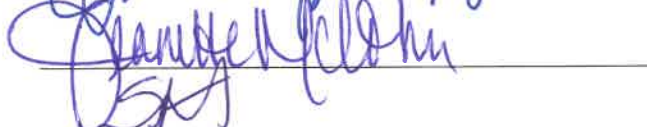
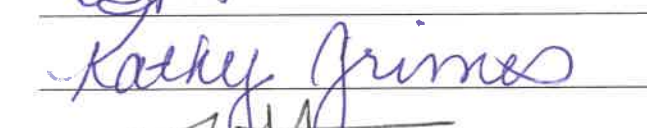
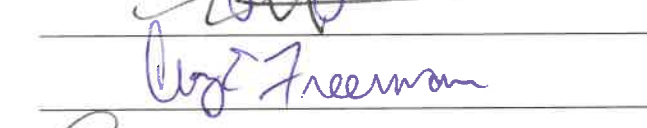

Campus Security Assistant II, Range 17  
Translator – Interpreter, Range 24

4. No Association bargaining unit member shall be harmed in any way by these reclassifications. The District shall provide support and training for any unit member to perform satisfactorily within their revised job description should it be needed.

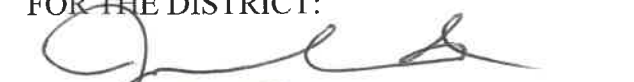



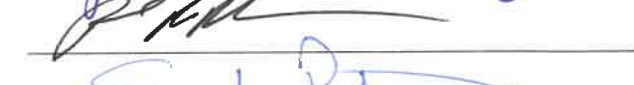
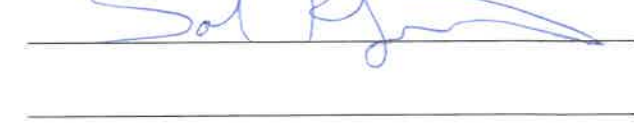
5. Members in positions with new titles will retain their seniority date from their prior classifications.
6. Any disputes of any of the provisions contained herein shall be resolved utilizing the Grievance Procedures outlined in the Collective Bargaining Agreement.

Tentatively agreed to this 22<sup>nd</sup> day of April 2024. This Tentative Agreement shall become final and binding upon the parties with ratification by the membership of the Association (pursuant to Association Policy 610 and if required by that Policy) and adoption by the Santa Maria Joint Union High School District Board of Education.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

## STUDENT INFORMATION SYSTEMS ANALYST I

### BASIC FUNCTION:

Under the direction of the Director of Instructional Technology or designee, perform complex administrative functions and management of district student information systems. Plan for and meet state and federal mandated reporting requirements. Maintain standards and procedures for data processing operations. Provide direction to data processing staff district-wide. Maintain current knowledge of SIS and related technologies. Process data processing service requests as needed. Maintain confidentiality of sensitive employee and student information.

### REPRESENTATIVE DUTIES:

- Assist in administration of various educational data systems. **E**
- Monitor district data within student information systems to ensure accuracy and organization. **E**
- Work with and instruct student information systems users on entering and maintaining accurate data and records. **E**
- Create and manage student information systems user accounts. **E**
- Manage and manipulate large amounts of data. **E**
- Assist in managing state and federal accountability reporting processes. **E**
- Electronically submit and certify accurate state and federal accountability data. **E**
- Manage imports, exports, and integration processes for data between student information systems and other platforms. **E**
- Gather, organize, and summarize data for internal and external reporting purposes. **E**
- Create and run complex queries to produce custom data reports and extracts and disaggregate data. **E**
- Collaborate with various district staff, including district administration, site administration, Student Data Specialists, Technology Department, Registrars, and others to support district needs. **E**
- Coordinate and/or meet with other technical staff in planning system upgrades, maintenance and additions. **E**
- Prepare and publish technical documentation on the use of student information systems and data processing procedures. **E**
- Provide group and individual instruction for staff in the use of student information systems. **E**
- Oversee and maintain student information system standards (i.e. Attendance Calendar, Attendance Codes, Health Codes, Discipline Codes, and District Course Structure, Master Schedule Structure). **E**
- Communicate with supervisor as needed for planning and assistance. **E**
- Perform related duties as assigned.

### KNOWLEDGE OF:

Information Systems discipline or equivalent.

Computer systems, database management and general programming skills.  
Student information databases and software.

**ABILITY TO:**

Write technical documentation.  
Interpret and apply district policies, rules, and regulations.  
Interpret and apply California Education Code and other federal regulations.  
Complete training (may require travel) related to the current SIS.  
Oversee large projects.  
Complete qualified training using a Structured Query Language (SQL).

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent plus two years college education related to Information Systems. Two years of experience working with database management to include planning projects. Three years of experience working with users in a support and/or training environment.

**PHYSICAL ABILITIES:**

Eyesight sufficient to read fine print and work with computer graphical user interface.  
Hearing sufficient to conduct normal telephone conversations.  
Hand-Eye coordination sufficient to efficiently work with typical computer peripherals such as keyboard and mouse.  
The ability to sit for long periods of time.  
The ability to bend and twist, kneel and stoop.  
Ability to lift and carry up to 10lb. on a regular basis and up to 25lb. occasionally.

07/01/2024  
SMJUHSD  
Range 34

## STUDENT INFORMATION SYSTEMS ANALYST II

### BASIC FUNCTION:

Under the direction of the Director of Instructional Technology or designee, perform complex administrative functions and management of district student information systems. Plan for and meet state and federal mandated reporting requirements. Maintain standards and procedures for data processing operations. Provide direction to data processing staff district-wide. Maintain current knowledge of SIS and related technologies. Process data processing service requests as needed. Maintain confidentiality of sensitive employee and student information.

### REPRESENTATIVE DUTIES:

- Perform system administration and configuration for various educational data systems. **E**
- Design and develop data integrations between various vendor and in-house information systems. **E**
- Create custom SQL queries for data retrieval. **E**
- Monitor district data within student information systems to ensure accuracy and organization. **E**
- Work with and instruct student information systems users on entering and maintaining accurate data and records. **E**
- Create and manage student information systems user accounts. **E**
- Manage and manipulate large amounts of data. **E**
- Assist in managing state and federal accountability reporting processes. **E**
- Electronically submit and certify accurate state and federal accountability data. **E**
- Manage imports, exports, and integration processes for data between student information systems and other platforms. **E**
- Gather, organize, and summarize data for internal and external reporting purposes. **E**
- Create and run complex queries to produce custom data reports and extracts and disaggregate data. **E**
- Collaborate with various district staff, including district administration, site administration, Student Data Specialists, Technology Department, Registrars, and others to support district needs. **E**
- Coordinate and/or meet with other technical staff in planning system upgrades, maintenance and additions. **E**
- Prepare and publish technical documentation on the use of student information systems and data processing procedures. **E**
- Provide group and individual instruction for staff in the use of student information systems. **E**
- Oversee and maintain student information system standards (i.e. Attendance Calendar, Attendance Codes, Health Codes, Discipline Codes, and District Course Structure, Master Schedule Structure). **E**
- Provide guidance and assistance to Student Information Systems Analyst I. **E**

- Communicate with supervisor as needed for planning and assistance. **E**
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Information Systems discipline or equivalent.  
Computer systems, database management and general programming skills.  
Federal and state reporting requirements for public school districts.  
Data integration best practices.  
Student information databases and software.

**ABILITY TO:**

Write technical documentation.  
Interpret and apply district policies, rules, and regulations.  
Interpret and apply California Education Code and other federal regulations.  
Complete training (may require travel) related to the current SIS.  
Oversee large projects.  
Complete qualified training using a Structured Query Language (SQL).

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent plus two years college education related to Information Systems. Five years of experience working with database management to include planning projects. Three years of experience working with users in a support and/or training environment.

**PHYSICAL ABILITIES:**

Eyesight sufficient to read fine print and work with computer graphical user interface.  
Hearing sufficient to conduct normal telephone conversations.  
Hand-Eye coordination sufficient to efficiently work with typical computer peripherals such as keyboard and mouse.  
The ability to sit for long periods of time.  
The ability to bend and twist, kneel and stoop.  
Ability to lift and carry up to 10lb. on a regular basis and up to 25lb. occasionally.

07/01/2024  
SMJUHS  
Range 37

# NETWORK SYSTEMS SPECIALIST I

## BASIC FUNCTION:

Under the direction of the Director of Instructional Technology or designee, configure, install, maintain, troubleshoot, and repair network, communication, and data management systems in order to provide reliability and security; applicable to all local and wide area networks within the district being supported at an enterprise level.

## REPRESENTATIVE DUTIES:

- Assist with the maintenance and repair of technology equipment and peripherals to prevent service interruptions, including servers, virtual server environments, user computers, mobile devices, security surveillance devices, public announcement systems, emergency notification systems, wireless and wired infrastructures. *E*
- Assist with the installation, configuration, and monitoring of network services that provide the highest security measures for the district such as content filtering, firewalls, virus scanning, vulnerability intrusions. *E*
- Assist with the installation, configuration, and maintenance of file level securities on servers, network applications, and databases. *E*
- Provide support for end users as well as on site help and training. *E*
- Provide Level 2 support to district techs and staff. *E*
- Assist with the set up and maintenance of enterprise level user, cloud and on-prem, account databases, configure computers to communicate with the local and WAN networks. *E*
- Assist with installing, configuring, and maintaining enterprise level software applications and updates. *E*
- Assist with performing preventative maintenance on centralized servers, backup systems, and cloud systems as required. *E*
- Assist with making recommendations for department and/or district technical needs intended to maintain and improve quality of service to the district. *E*
- Utilize a variety of diagnostic software and hardware to troubleshoot network issues for wired and wireless systems. *E*
- Assist with creating and maintaining custom programming scripts with modern programming languages or applications to create automated routines and environments. *E*
- Travel to sites as assigned. *E*
- Assist, learn, and be a backup to the Network System Specialist II with their responsibilities. *E*
- Review escalated work orders and complete as appropriate. *E*
- Assist with the installation, repair, and upgrades of networks. *E*
- Attend classes and workshops to maintain technical expertise and competence. *E*
- Perform related duties as assigned.

## KNOWLEDGE OF:

- Tools, equipment, practices, and methods of cleaning, adjusting, and repairing network systems, peripherals, and related equipment.



- Computer applications and operating systems to include, but not limited to: UNIX, Mac OS and Microsoft OS for PC and servers, Microsoft Identity and Access Management Systems and VMware.
- Specific knowledge of UNIX, TCP/IP, DNS, DHCP, electronic messaging, network intrusion detection, prevention, and cloud computing principles.
- Wired and wireless infrastructures; copper-based wiring, fiber solutions, wireless revisions, and a variety of communication protocols.
- Cloud and on-prem principles to offer efficient environment solutions.
- Record keeping and documentation techniques.
- Appropriate safety precautions, procedures, and practices.

**ABILITY TO:**

- Maintain and troubleshoot network-based enterprise applications to prevent service interruptions.
- Maintain and troubleshoot network hardware to prevent service interruptions.
- Install, replace, maintain, and repair various types of enterprise-wide systems and related equipment effectively and efficiently.
- Utilize diagnostic software and equipment to determine defects and malfunctions.
- Diagnose and understand reasons for system failures.
- Prioritize maintenance and repair work, meet deadlines, and have the ability to multi-task with an increase of responsibilities.
- Understand written directions and follow verbal instructions.
- Prioritize workload as assigned.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Graduation from high school supplemented by coursework in computer science technology. Minimum of three years of skilled-level experience in the maintenance of network security, management, creation, internet protocol administration, and enterprise and cloud-based applications, databases, and integrations.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of valid California driver's license.

**WORKING CONDITIONS:**

Increased noise levels in MDF and IDF rooms.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate hand tools and other assigned equipment. Vision appropriate to view a computer monitor.

Individually lifting, pushing and/or pulling up to 55 lbs.; lifting, pushing and/or pulling up to 110 lbs. assisted.

Bending at the waist, kneeling, or crouching to repair equipment.

## NETWORK SYSTEMS SPECIALIST II

### BASIC FUNCTION:

Under the direction of the Director of Instructional Technology or designee, configure, install, maintain, troubleshoot, and repair network, communication, and data management systems in order to provide reliability and security; applicable to all local and wide area networks within the district being supported at an enterprise level.

### REPRESENTATIVE DUTIES:

- Maintain and repair technology equipment and peripherals to prevent service interruptions, including servers, virtual server environments, user computers, mobile devices, security surveillance devices, public announcement systems, emergency notification systems, wireless and wired infrastructures. *E*
- Install, configure, and monitor network services that provide the highest security measures for the district such as content filtering, firewalls, virus scanning, vulnerability intrusions. *E*
- Install, configure, and maintain file level securities on servers, network applications, and databases. *E*
- Provide support for end users as well as on site help and training. *E*
- Provide Level 2 support to district techs and staff. *E*
- Set up and maintain enterprise level user, cloud and on-prem, account databases, configure computers to communicate with the local and WAN networks. *E*
- Install, configure, and maintain enterprise level software applications and updates. *E*
- Perform preventative maintenance on centralized servers, backup systems, and cloud systems as required. *E*
- Make recommendations for department and/or district technical needs intended to maintain and improve quality of service to the district. *E*
- Utilize a variety of diagnostic software and hardware to troubleshoot network issues for wired and wireless systems. *E*
- Create and maintain custom programming scripts with modern programming languages or applications to create automated routines and environments. *E*
- Review escalated work orders and complete as appropriate. *E*
- Lead the installation, repair, and upgrades of networks. *E*
- Travel to sites as assigned. *E*
- Attend classes and workshops to maintain technical expertise and competence. *E*
- Perform related duties as assigned.

### KNOWLEDGE OF:

- Tools, equipment, practices, and methods of cleaning, adjusting, and repairing network systems, peripherals, and related equipment.
- Computer applications and operating systems to include, but not limited to: UNIX, Mac OS and Microsoft OS for PC and servers, Microsoft Identity and Access Management Systems and VMware.
- Specific knowledge of UNIX, TCP/IP, DNS, DHCP, electronic messaging, network intrusion detection, prevention, and cloud computing principles.

- Wired and wireless infrastructures; copper-based wiring, fiber solutions, wireless revisions, and a variety of communication protocols.
- Cloud and on-prem principles to offer efficient environment solutions.
- Record keeping and documentation techniques.
- Appropriate safety precautions, procedures, and practices.

**ABILITY TO:**

- Maintain and troubleshoot network-based enterprise applications to prevent service interruptions.
- Maintain and troubleshoot network hardware to prevent service interruptions.
- Install, replace, maintain, and repair various types of enterprise-wide systems and related equipment effectively and efficiently.
- Utilize diagnostic software and equipment to determine defects and malfunctions.
- Diagnose and understand reasons for system failures.
- Prioritize maintenance and repair work, meet deadlines, and have the ability to multi-task with an increase of responsibilities.
- Understand written directions and follow verbal instructions.
- Prioritize workload as assigned.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Graduation from high school supplemented by coursework in computer science technology. Minimum of five years of skilled-level experience in the maintenance of network security, management, creation, internet protocol administration, and enterprise and cloud-based applications, databases, and integrations.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of valid California driver's license.

**WORKING CONDITIONS:**

Increased noise levels in MDF and IDF rooms.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate hand tools and other assigned equipment. Vision appropriate to view a computer monitor.

Individually lifting, pushing and/or pulling up to 55 lbs.; lifting, pushing and/or pulling up to 110 lbs. assisted.

Bending at the waist, kneeling, or crouching to repair equipment.

## CAMPUS SECURITY ASSISTANT II

### BASIC FUNCTION:

Under the direction of an Director, Assistant Principal, or designee, patrol and monitor an assigned campus to maintain order and promote peace and safety; monitor study hall, detention and in-school intervention; assure student compliance with school and District policies and regulations.

### REPRESENTATIVE DUTIES:

- Patrol and monitor campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms and parking lots; maintain order and security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; orient and direct campus visitors. **E**
- Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. **E**
- Monitor students assigned to study hall, detention and in-school intervention; input student information into computer; contact parents, teachers and District staff related to disciplinary referrals according to established procedures. **E**
- Observe students during passing periods between classes; assure timely return of students to class. **E**
- Observe student behavior to assure compliance with school rules; communicate effectively to prevent and de-escalate student conflicts. **E**
- Communicate with school, local law enforcement, probation, social services and other community organizations; assist in investigating crimes or suspicious actions; ~~conduct searches according to established procedures~~; testify in expulsion hearings and legal proceedings, including court, as assigned. **E**
- **Conduct searches according to established procedures.** **E**
- Monitor and report maintenance, graffiti and safety hazards. **E**
- Maintain positive relationship with the students and community; provide encouragement to students to stay in school and promote interest in education. **E**
- Write and prepare clear, precise, and objective reports of accidents, incidents, disturbances, and student behavior; maintains reports; submit reports to the Assistant Principal **Administration** as required.
- May be required to monitor video surveillance to ensure safety of students and school property.
- Participate in student/parent conferences when requested by site administrator.
- Operate a two-way radio to communicate with school and security personnel as assigned. **E**
- May drive cart, other light vehicle, or bicycle on and around the assigned campus. **E**
- Perform related duties as assigned.

### KNOWLEDGE OF:

Basic methods of individual and group supervision.

Investigative procedures, rules and regulations.

Basic interests, attitudes and emotional development of adolescents.

Skills utilized to maintain positive relationships with students and adults.  
Health and safety regulations.

**ABILITY TO:**

Patrol and monitor an assigned campus to maintain order and security in a high school setting.

**React quickly and appropriately in emergencies.**

Assure student compliance with school and District policies and regulations.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Perform duties with patience, tact and good judgment and within established guidelines.

Plan and coordinate events within the school community.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe situations and accurately determine an effective course of action.

Maintain routine records as assigned.

**EDUCATION AND EXPERIENCE:**

Graduation from high school and demonstrated ability to work effectively with high school students.

**LICENSES AND OTHER REQUIREMENT:**

Valid First Aid and CPR Certificates issued by an authorized agency.

Valid California Driver's License.

**REQUIRED TRAINING:**

Nonviolent Crisis intervention.

Must complete 24 hours of School Security Guard Training as required by SB-1626 **State law.**

Violent intruder/active shooter response training.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor environment.

Possible exposure to fights and confrontations.

Exposure to inclement or adverse weather conditions.

**PHYSICAL ABILITIES:**

Standing and walking for extended periods of time.

May require lifting, pushing, and/or pulling objects up to one hundred (100) pounds.

Ability to run and climb stairs.

Hearing and speaking to exchange information.

Seeing to observe student behavior at considerable distance.

**Dexterity of hands and fingers to operate equipment.**

**HAZARDS:**

Potential physical hazards involved in intervening in anti-social, illegal or violent behavior.

**Potential exposure to illegal substances and injurious objects.**

Exposure to verbal abuse and harassment.

**07/01/2024**

~~07/01/2017~~

SMJUHSD

Range 17

## TRANSLATOR-INTERPRETER

### BASIC FUNCTION:

Under the direction of the Director of Multilingual and Migrant Education Programs or other designated manager, translate and produce a variety of general, technical, legal and medical documents and materials between English and a second designated language ~~for schools and district office staff~~. Provide simultaneous, **consecutive and relay** interpretations during various formal **and informal meetings and events** and as-needed in order to provide information to non-English speaking students, parents and community members.

### REPRESENTATIVE DUTIES:

- Prepares written translations of a variety of documents used at school sites and the district office including, but not limited to, individualized educational plans, legal materials, assessments, bulletins, correspondence, meeting minutes and forms. E
- Produces verbatim translations of formal and informal meetings using idiomatic expressions when necessary and appropriate to ensure accurate and effective message content and intent delivery. E
- Provide simultaneous **and consecutive** interpretations during formal presentations at schools and district meeting sites using district interpretation equipment. E
- **Provides sight translation in various meetings and in interactions with public.** E
- Interprets from English to a specified second language and from the specified second language to English in order to assist district personnel in communicating with non-English speaking students, families and community members. E
- Use, distribute and maintain headsets, and microphones, **and other interpretation equipment** used during oral interpretation assignments. E
- **Proofread, edit, and review translated documents, minutes, and other assigned documents for accuracy, clarity, tone, and register.** E
- Use modern office equipment in the preparation of translations. E
- Attend various meetings **and trainings** as necessary; travel to schools and offices as assigned. E

### KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.  
Correct English usage, grammar, spelling, punctuation **syntax**, and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.  
Operation of desktop computer software and peripherals.  
**Public speaking techniques.**

### ABILITY TO:

Read, write and translate English and a designated second language.  
Speak and interpret English and a designated second language.  
Understand and follow oral and written directions.  
Learn the procedures, functions and limitations of assigned duties.  
Communicate effectively with students, teachers, parents, staff and the public including members of ethnic communities.

Read, interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and timelines.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Graduation from high school and two years experience assisting non-English speakers with translation and interpretation services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment, school setting, evening parent advisory committee and school board meetings.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the phone.

Dexterity of hands and fingers to operate computer equipment and keyboard.

Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Lifting, pushing and/or pulling up to 55 lbs.

07/01/2024

07/01/15

SMJUHSD

Range 24