

MEMORANDUM OF UNDERSTANDING
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIVERSIDE
COMMUNITY COLLEGE DISTRICT EMPLOYEES CHAPTER 535

Pursuant to negotiations between the Riverside Community College District (“District”) and the California School Employee Association and its Riverside Community College District Employees Chapter 535 (“CSEA”) (collectively “Parties”), the following Memorandum of Understanding (MOU) addresses the reclassification of three (3) classified bargaining unit positions.

The District and CSEA have met to negotiate the reclassification of these positions and the effects. Both parties agree to the following:

1. The Institutional Research Specialist position held by David Buitron shall be reclassified to the new classification of Research Analyst, Senior as reflected in the attached job description. (Attachment A).
2. The Research Analyst, Senior shall be paid at a salary range S on the classified salary schedule, effective July 1, 2024.
3. The Outreach Specialist position held by Adriana Martinez shall be reclassified to the new classification of High School Articulation Coordinator as reflected in the attached job description. (Attachment B)
4. The High School Articulation Coordinator shall be paid at a salary range M on the classified salary schedule, effective July 1, 2024.
5. The Educational Services Programs Support Coordinator position shall be reclassified to Educational Services Program Support Coordinator as reflected in the attached job description. (Attachment C)
6. The Educational Services Program Support Coordinator will remain at a salary range N on the classified salary schedule.
7. Each affected unit member shall maintain their current seniority and carry their seniority into this reclassified position.
8. The reclassification has no impact on other bargaining unit employees or to the seniority, hours, and working conditions of the reclassified employees.
9. The retroactive payment, to those eligible, shall be made in one payment and will be paid on the employee’s regular paycheck no later than 60 days from the effective date of this agreement. The effective date of this agreement shall be defined as the date this agreement has been approved through the CSEA 610 process **and** the District has been notified of the approval.

Dated: 12/18/2024

CSEA:

Cassandra Greene

Cassandra Greene,
President, CSEA 535

Yesenia Gutierrez

Yesenia Gutierrez,
CSEA, Labor Relations Rep.

CSEA Chapter 535 Negotiations Team:

Julie Taylor

Julie Taylor

Elena Santa Cruz

Elena Santa Cruz (Dec 11, 2024 14:17 PST)

Elena Santa Cruz

Andrew Graham

Andrew Graham

District:

Tammy Few

Tammy Few (Dec 18, 2024 01:53 PST)

Tammy Few

RCCD, Vice Chancellor Human
Resources and Employee Relations

Bryan Medina

Bryan Medina (Dec 12, 2024 07:38 PST)

Bryan Medina

Azadeh Iglesias

Azadeh Iglesias (Dec 12, 2024 10:31 PST)

Azadeh Iglesias

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

Job Title

Research Analyst, Senior

BASIC FUNCTION

Independently performs a variety of advanced-level professional activities involved in institutional research and business intelligence (BI) technologies to support institutional planning efforts, decision-making, strategic and program planning, and other measures of institutional effectiveness. Provides actionable insights and data storytelling through proven data analytic methods with expertise in SQL queries, statistical reports, and enterprise-level business intelligence dashboards.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for leading, designing, and conducting all levels of research projects related to research and data analytics. The incumbent provides suggestions to the supervisor regarding the streamlining of data extraction processes and maximizing unit efficiency and how to improve efficiency.

REPRESENTATIVE DUTIES

1. Utilizes Structured Query Language (SQL) and statistical programming languages and software for data collection and reporting, including relational database management systems and central data dictionaries.
2. Designs, creates, modifies, debugs, and administers enrollment management and student/section performance metrics reports via enterprise-level business intelligence reporting tools.
3. Implements SQL to automate local data reports and Management Information Systems (MIS) reports for data inquiries from stakeholders.
4. Maintains data that feeds into MIS database tables used by institutional research and effectiveness teams districtwide; troubleshoots data anomalies.
5. Designs, prepares, distributes, and presents institutional research findings to various stakeholders.
6. Leads in research, analysis, development, testing, and implementation of data visualization tools/technologies.
7. Develops programming code queries (computed columns report tables).
8. Conducts performance gap analysis and/or needs assessment to identify issues within a department or workflow and creates output that can include reports, documentation and/or training.

9. Develops visual representations of data using data visualization tools to assist district/colleges with understanding key metrics and performance indicators.
10. Analyzes complex data sets to identify trends, patterns, and insights that inform decisions; creates and maintains dashboards and reports to communicate findings.
11. Designs, prepares, distributes, and interprets institutional research studies related to academic, student services, administrative programs, and special projects.
12. Collects data needed to for the development and implementation of the District and college strategic plans, educational master plans, and other plans and special projects.
13. Collects, prepares, interprets, and distributes labor market information as mandated by the Chancellor's Office for occupational programs.
14. Prepares and provides reports on special data collection efforts for local, state, and national studies of community colleges and students.
15. Maintains historical records on student performance for current and anticipated research and planning efforts.
16. Participates in District-provided in-service training programs.
17. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

KNOWLEDGE OF:

1. Advanced database organization and SQL report queries.
2. Expertise in Microsoft's Business Intelligence Reporting technology.
3. Enterprise-level business intelligence reporting technology.
4. Principles, practices, procedures, and techniques involved in the research, collection, analysis, interpretation, and reporting of statistical data.
5. Computerized data collection, management, manipulation, and distribution requirements for analysis and reporting functions; record retrieval and storage systems; data verification and clean-up procedures.
6. Statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education research and design; statistical and mathematical computations.
7. Survey, study, data collection, and research project design, instruments, techniques, and methodology.
8. Legislation and current trends in higher education, particularly as they apply to California Community Colleges.
9. Principles of student learning outcomes and general education outcomes with an equity focus.

ABILITY TO:

1. Meet the changing needs of current administrative software.
3. Lead a variety of specialized professional activities involved in the research, collection, analysis, interpretation, and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, and program planning.

4. Stay updated on industry trends and technologies, recommending enhancements to BI tools and processes to improve efficiency and effectiveness.
5. Apply advanced knowledge and skills in conducting institutional research and analysis projects and activities.
6. Plan, design, manage, and implement complex research projects under little direction.
7. Maintain the confidentiality of information.
8. Meet schedules and timelines.
9. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Exercise independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university with major coursework in social or natural sciences or a related field and four (4) years of experience involving research analysis including work with computer databases and software applications or an equivalent combination of education, training, and/or experience.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open/closed to retrieve and file information. Employees should possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

FLSA: NON-EXEMPT
SALARY: TBD
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

JOB TITLE: High School Articulation Coordinator

BASIC FUNCTION: Coordinates the development and implementation of high school articulation between the District and local high schools; provides information pertaining to high school articulation programs and services; facilitates outreach workshops; hosts community and K-12 activities; works with secondary schools to maintain and improve the District's high school articulation processes and procedures.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

REPRESENTATIVE DUTIES:

1. Coordinates, implements, and facilitates activities pertaining to the high school articulation process and serves as a liaison between the District and secondary schools by providing services and information.
2. Functions as primary program individual responsible for processing all high school articulation requests.
3. Coordinates with K-12 students/teachers to ensure proper application processes are met, which includes Career and Technology Education Management Application (CATEMA) application workshops and presentations to secondary schools pertaining to the high school articulation onboarding process.
4. Prepares reports and maintains databases regarding high school articulation activities.
5. Researches and evaluates high school transcripts for course equivalencies with articulated courses and other high school articulation criteria to complete transcript review requests and appeals, as related to high school articulated courses.
6. Analyzes student files to determine need for onboarding and follow-up activities; makes independent judgments in the evaluation of student records as required by high school articulation policies and regulations; works with secondary schools to identify and resolve errors.
7. Recommends updates to internal department processes and procedures; communicates high school articulation policies, procedures, and regulations; updates and maintains high school articulation procedure manual; provides high school articulation updates for the maintenance of the District website, catalog, and other publications.
8. Composes correspondence, maintains files and records related to the operations of the high school articulation program.
9. Develops, coordinates and monitors the process for high school articulation agreements.
10. Participates in District-provided in-service training programs.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS:

Knowledge Of:

1. Rules, policies and procedures in higher education and in k-12 education; word processing, database management and spreadsheets software applications; information processing techniques and computer literacy.

Ability To:

1. Learn new computer software and systems.
2. Manage data across multiple databases
3. Maintain current knowledge of computer systems used in higher education.
4. Collaborate with internal and external stakeholders to build mutually beneficial partnerships
5. Work independently with limited supervision using professional judgment to draft and develop articulation agreements with high schools.
6. Facilitate meetings and present information to the public.
7. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
10. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
11. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

EDUCATION AND EXPERIENCE:

An associate's degree and three (3) years of directly related experience in the community college working with secondary schools is required, or an equivalent combination of education, training, and/or experience.

LICENSES/CERTIFICATIONS:

None.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

DATE: TBD
FLSA: NON-EXEMPT
SALARY: TBD

CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

EDUCATIONAL SERVICES PROGRAM SUPPORT COORDINATOR

BASIC FUNCTION

Performs a variety of specialized and technical duties involved in the development, coordination, and monitoring of information used in establishing and granting of reemployment preference rights to parttime faculty; coordinates the process for full-time faculty requests for professional growth, sabbatical leave, and rank of professor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing specialized duties in support of Educational Services. Positions at this level exercise judgment and initiative in facilitating the policies and procedures utilized with the reemployment of part-time faculty, full-time faculty professional growth, sabbatical leave, and rank of professor. Positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Creates, processes, maintains, and updates lists and related documents for part-time faculty reemployment preference and full-time faculty professional growth course approval, salary reclassification, sabbatical leave, rank of professor, and rank of distinguished professor. Works, districtwide, with faculty members (part-time and full-time), various departments and committees, to determine eligibility for part-time faculty reemployment preference; full-time faculty salary reclassification/column advancement; change in rank and sabbatical leave.
2. Provides technical assistance and training to stakeholders; works with stakeholder groups to ensure accuracy of data; recommends modifications to data provided, and updates as necessary.
3. Develops and maintains calendar of activities used to track reemployment preference, professional growth, rank of professor and sabbatical leave, and other related activities; coordinates timelines to ensure statutory compliance with terms of collective bargaining agreement and all applicable policies and procedures.
4. Verifies and communicates receipt of information and enters into various systems; communicates responses to requests for reemployment preference and full-time faculty professional growth course approval, salary reclassification, sabbatical leave, rank of professor, rank of distinguished professor; coordinates appeal.
5. Develops, prepares, and distributes complex reports, in accordance with required timelines, to ensure compliance with all standards and operating guidelines; develops, codifies, maintains and updates procedures within area of responsibility.

Educational Services Program Support Coordinator

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6. Prepares packets for meetings, submits documents to the Chancellor's Office, Academic Senate and Human Resources. Prepares rank of professor, rank of distinguished professor, sabbatical leave and other various Board items for Educational Services.
7. Creates, facilitates, and provides presentations; travels to various off-site locations for meetings, and presentations.
8. Participates in District-provided in-service training programs.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Federal, state, and local laws, rules, and regulations related to assigned programs.
2. Payroll rules, policies, and records affecting time reporting for academic employees.
3. Higher education organizational structures, practices, and procedures.
4. Methods and techniques of developing processes in assigned areas of responsibility.
5. Practices and procedures of office management.

Ability to:

1. Compile, organize, and coordinate data from a variety of sources.
2. Interpret and apply applicable laws, rules, regulations, and District policies, procedures, and agreements related to Educational Services.
3. Understand instructional areas and curriculum.
4. Learn and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner; utilize the capability and functions of computer software applications, such as data management, spreadsheets, presentation, word processing, web and graphics in completing assigned work.
5. Analyze situations accurately and recommend appropriate courses of action.
6. Maintain and adhere to program schedules and timelines.
7. Prepare a wide range of program reports and documents.
8. Review and resolve discrepancies for area(s) of responsibility.
9. Research data and document findings.
10. Maintain complex program files and records.
11. Develop and update policies and procedures.
12. Exercise independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socioeconomic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Educational Services Program Support Coordinator

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Education and Experience:

An associate's degree with major coursework in business administration, public administration, or a related field and three (3) years of related experience working in a California community college or other system of higher education; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, in writing and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

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