



# **PERSONNEL REQUISITION PROCEDURES**

UPDATED: 10/2014

# **Personnel Requisition Form Instructions**

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

PERSONNEL REQUISITION

2014 - 2015

Step 1 – Work with HR for position information and to verify action is in accordance with ed. code and BUs  
 Step 2 – If **categorical** coordinate with **Ed Services/SpEd**  
 Step 3 – Work with **Fiscal** to obtain an estimate of the cost and verify that necessary funding is available  
 (refer to Resource Responsibility list)

Step 4 – Gather necessary **Approvals**  
 Step 5 – Route to **Budget** for Position Number  
 Step 6 – Route to **HR** for necessary HR actions

DATE:

<b>A</b>	<input type="checkbox"/> <b>NEW POSITION</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>EXISTING POSITION</b></span>																												
<b>B</b>	<b>REQUESTED ACTION</b> <input type="checkbox"/> New Position/New Job Class (1) <input type="checkbox"/> Additional Position (existing job class) (2) <input type="checkbox"/> On-Demand (short-term) position (3) <input type="checkbox"/> Eliminate Position # (4) <input type="checkbox"/> Change in Funding (% / FTE /others) (5) <input type="checkbox"/> Vacant - Replacing _____ (6) <input type="checkbox"/> Professional Development (1 time) (7) <input type="checkbox"/> Professional Development (on-going) (8a) <input type="checkbox"/> Stipend (9) <input type="checkbox"/> Extra Pay (Different funding) (8b) <input type="checkbox"/> Extra Pay (CERTIFICATED) (8c) <input type="checkbox"/> Sub Release (10)																												
<b>C</b>	<b>POSITION DETAIL</b> <input type="checkbox"/> Certificated (EXTRA PAY-Hourly: <input type="checkbox"/> Per Diem: <input type="checkbox"/> ) OR <input type="checkbox"/> Classified <span style="float:right">Effective Date: _____</span> Position #: _____ Employee Name: _____ Salary Schedule: _____ Number of months: _____ Job Title: _____ Employee ID: _____ Range: _____ Number of hours per day: _____ Job Title #: _____ Supervisor Name: _____ Hourly Rate: \$ _____ Number of days per year: _____ Location: _____ Supervisor ID: _____ Calendar: _____ Location #: _____ Shift: Start Time: _____ End Time: _____ Estimated Duration for Short Term Job: From: _____ To: _____ Estimated Cost: \$ _____ Job Requirements/Per Diem Justification: _____																												
<b>D</b>	<b>REQUESTED BY:</b> _____ Title: _____ Phone: _____ COMMENTS/PD Description: _____ <span style="float:right">Signature _____</span>																												
<b>E</b>	<b>FUNDING SOURCE</b> <input type="checkbox"/> General Fund <input type="checkbox"/> Other Name of Fund Administrator: _____ <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align:left;"><u>FTE</u></th> <th style="text-align:left;"><u>GL ACCOUNT CODE</u></th> <th style="text-align:center;"><u>FISCAL APPROVAL</u></th> <th style="text-align:center;"><u>ALLOCATION</u></th> <th style="text-align:center;"><u>POSITION #</u></th> </tr> </thead> <tbody> <tr><td>1)</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>2)</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>3)</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>4)</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	<u>FTE</u>	<u>GL ACCOUNT CODE</u>	<u>FISCAL APPROVAL</u>	<u>ALLOCATION</u>	<u>POSITION #</u>	1)	_____	_____	_____	_____	2)	_____	_____	_____	_____	3)	_____	_____	_____	_____	4)	_____	_____	_____	_____	<b>POSITION CONTROL USE ONLY</b>		
<u>FTE</u>	<u>GL ACCOUNT CODE</u>	<u>FISCAL APPROVAL</u>	<u>ALLOCATION</u>	<u>POSITION #</u>																									
1)	_____	_____	_____	_____																									
2)	_____	_____	_____	_____																									
3)	_____	_____	_____	_____																									
4)	_____	_____	_____	_____																									
<b>F</b>	<b>ADMINISTRATIVE APPROVAL (as required)</b> Obtain all required signatures and FORWARD to Budget/Human Resources Human Resources: By: _____ Date: _____ Fiscal: By: _____ Date: _____ Dept/Program Director: By: _____ Date: _____ Cabinet (if required): By: _____ Date: _____																												
<b>G</b>	<b>HR USE ONLY</b> Received by: _____ Date: _____ Board Approval Date: _____ (if applicable) Comments: _____ New Job Class Number: _____ Job Salary Screen: _____ Notify Administrator: _____ Assigned Sub Job #: _____ PR#: _____																												



## Personnel Requisition Procedure (Revised 10/2014)

A Personnel Requisition should be completed for the following situations:

- 1) To create a new position for a new job class-*Please work with Human Resources to have a Job Class added. BOARD APPROVAL REQUIRED*
- 2) To create a new position with an existing Job Class-*Refer to the Job Class List for Current Board Approved Job Classes.*
- 3) To change the Funding Source of an existing position
- 4) To change the FTE of an existing position-*If a reduction is requested, this requires Board Approval-ALL REDUCTIONS IN A FILLED CLASSIFIED POSITION MUST BE TO HUMAN RESOURCES BY MARCH 1<sup>ST</sup>.*
- 5) To create an "On Demand" position-*This is a position created for short-term temporary extra help and can only be filled by a **SUBSTITUTE ONLY**.*
- 6) To create an "Extra Hours" position covered by a **PERMANANT** Classified Employee-*Use this to create a position for a regular classified employee working extra hours in a Job Class other than their regular position (i.e. Regular Instructional Aide was asked to work as a Translator) OR if a different funding source will be used to pay the extra hours in their current position (i.e. An Instructional Aide, who's regular position is paid from Title I funds, is asked to work extra hours that will be paid out of LCFF Funds).*
- 7) To create a position for "Certificated Extra Hours" for a regular contract employee-\$31/hour
- 8) To create a position for "Certificated Per Diem" for a regular contract employee
- 9) To eliminate a Position
- 10) To pay a Fixed Rate Stipend
- 11) To pay employees for Professional Development
- 12) To pay for Substitute Release time from funds other than the regular employee's funding source

**DATE:** Enter the date this for was initiated

### **SECTION A:**

Select from the following options:

*New Position:* Choose this option if this is a brand new position that requires a Position Number be created.

*Existing Position:* Choose this option if this position already exists and you are processing a change to the position or creating an "ON DEMAND" request for this position.

### **SECTION B: REQUESTED ACTIONS:**

Select from the following options:

*New Position/New Job Class:* Choose this option if you need to create a brand new position with a job class that is not currently on the Board Approved Job Class list (**list can be found under HR/Forms on the District's website**)

*Additional Position (Existing Job Class):* Choose this option if you want to create/edit a position that is on the Board Approved Job Class list

*On Demand:* Choose this option if you are creating a short term assignment to be filled by a Substitute (Paid via eSchools)

*Eliminate a Position:* Choose this option if you need to eliminate a position. If you are eliminating a filled position, you need to work with HR.

*Change in Funding/%:* Choose this option if you need to change the FTE or Funding source for a position.

*Vacant (Replacing \_\_\_\_\_):* Choose this option if you are aware that an employee will be vacating a position and you want HR to fill this position.

*Professional Development (One time PD):* Choose this option if you are holding a one-time professional development event that will require a group of employees to attend (i.e. Weekend PD for all Teachers)

*Professional Development (On-going):* Choose this option if you are having an employee(s) participate in a Professional Development training that has a planned on-going schedule (i.e. PD for a group of teachers 1 hour a week for the 1<sup>st</sup> Semester)

*Stipend:* Choose this option if you are paying an employee(s) a stipend.

*Extra Pay (Different Funding):* Choose this option if you would like to create extra hours for an employee(s) charging a specific funding source.

*Extra Pay (Certificated):* Choose this option if you would like to create extra work to be paid either hourly or per diem for a certificated employee.

*Sub Release:* Choose this option if you plan to fund a substitutes pay with a funding source other than the funding source used for the absent employee.

### **SECTION C: POSITION DETAILS**

**Certificated:** Check this box if this position requires a credential from the California Commission on Teacher Credentialing

-If the position is for "Extra Pay", check "Hourly" or "Per Diem" -If this position is paid Per Diem, fill in the "Job Requirments/Per Diem Justification" section below to justify this pay rate.

**Classified:** Check this box if this position does not require a credential

**Effective Date:** Enter the effective start date.

**Position#:** Enter the position # if this PR is for an "Existing Position" and if this is filled by a Permanent Employee.

**Job Title:** Enter the Job Title from the Board Approved "Job Class List" (list can be found under HR/Forms on the District's website)

**Job Title #:** Enter the corresponding Job Title # found on the Board Approved "Job Class List" (list can be found under HR/Forms on the District's website)

**Location:** Enter the physical location where this position will be reporting

**Location #:** Enter the Location# from the "Location # List"

**Employee Name (Last, First):** Enter employee's name. If employee is not known, write "Vacant". If this is for a group of employees, attach a list with the following information (Employee ID, Employee's Legal First and Last Name)

**Employee ID:** Enter employee's ID

**Supervisor Name:** Enter the name of the direct supervisor of this position

**Supervisor ID:** Enter the Supervisor's employee ID

**Shift Start/End Time:** Enter start and end time for this position.

**Salary Schedule:** Enter the appropriate Salary Schedule this position is under. This information can be found on the "Salary Schedule" found under the Human Resources Department of the District's website.

**Range:** For Classified positions, enter the appropriate Range this position from the "Salary Schedule" found under the Human Resources Department of the District's website.

For Certificated positions, leave this BLANK.

**Hourly Rate:** Refer to the Salary Schedule

**Calendar:** Enter the calendar that corresponds to this Job Title. *(Work with HR)*

**# of Months:** Enter the # of months this position is scheduled to work per year (for permanent positions only)  
*(Work with HR)*

**# of Hours per day:** Enter the # of hours this position is scheduled to work per day (for permanent positions only)  
*(Work with HR)*

**# of days per year:** Enter the # of days this position is scheduled to work per year (for permanent positions only) – This can be found on the Salary Schedule which is located under Human Resources on the District's website.

**Estimated Duration IF Short Term:** Enter the "To" and "From" dates.

**Estimated Cost \$:** Enter the estimated cost for this position, including fringe benefits. *(Work with your Fiscal Contact for this calculation-For your Fiscal Contact, please refer to the Resource Responsibility List )*

**Job Requirements/Per Diem Justification:** Enter any specific requirements you may have for this position and a justification for a per diem rate (if applicable).

#### **SECTION D: REQUESTOR INFORMATION**

**Comments:** This is where you would enter specific details about this position that is not clearly defined in the fields above. If you are changing an existing position, describe the change in this section.

*For example: Increase the FTE for this position from 0.50fte to 0.75fte.*

*\*IF THIS IS A REQUEST FOR A ONE-TIME PROFESSIONAL DEVELOPMENT FOR A GROUP OF EMPLOYEES, ENTER THE SPECIFIC INFORMATION FOR THIS GROUP.*

*For example: PD is for all UTR teachers ONLY or PD is for All Special Ed staff paid from Resource 6500 and 3310.*

**SECTION E: FUNDING SOURCE**

**General Fund:** Check this box if this position will be funded by the General Fund *(Requires Cabinet Approval)*

**Other:** Check this box if a funding source other than the General Fund will be charged for this position

**FTE:** Enter the desired FTE for this position *(See Hours Converted to FTE Chart)*

**GL Account Code:** Enter the account that will be charged for this position

**SECTION F: ADMINISTRATIVE APPROVALS**

**HUMAN RESOURCES:** Administrator signs this to certify that HR has reviewed and approved the requisition

**FISCAL:** Administrator signs this to certify that adequate funds are in place to fund the position

**DEPT/PROGRAM DIRECTOR:** Administrator signs to certify that this position is in compliance with the funding source it is being charged to

**CABINET:** Cabinet member signs to certify that this position has been approved fiscally and programmatically.

Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
0001	SUPERINTENDENT OF SCHOOLS	010	SUPERINTENDENT	7.5
0010	ASSOC SUPT SECONDARY OPERATION	010	MGMT RNG 174	7.5
0015	ASST SUPERINTENDENT	010	MGMT RNG 163	7.5
0020	DIRECTOR	010	MGMT RNG 113	7.5
0025	DIRECTOR ACADEMIC INTERVENTION	010	MGMT RNG 113	7.5
0030	DIR ADULT/GATEWAY CLG/CYBER HI	010	MGMT RNG 113	7.5
0035	DIRECTOR ADULT ALTERNATIVE ED	010	MGMT RNG 113	7.5
0040	DIRECTOR CURRICULUM AND INSTRU	010	MGMT RNG 113	7.5
0045	DIRECTOR EDUCATION SERVICES	010	MGMT RNG 113	7.5
0050	DIRECTOR HR CERTIFICATED	010	MGMT RNG 113	7.5
0075	DIRECTOR SPECIAL EDUCATION	010	MGMT RNG 113	7.5
0080	EXECUTIVE DIRECTOR K-12 SCHOOL	010	MGMT RNG 120	7.5
0085	SELPA DIRECTOR	010	MGMT RNG 150	7.5
0090	SENIOR DIRECTOR	010	MGMT RNG 120	7.5
0500	ASSISTANT SUPERINTENDENT HR	010	MGMT RNG 163	7.5
0501	DIRECTOR SYSTEMS INTEGRATION	010	MGMT RNG 113	7.5
0505	ASSOC SUPT BUSINESS SERVICES	010	MGMT RNG 174	7.5
0506	ASSOC SUPT FACIL MAINT & BOND	010	MGMT RNG 174	7.5
0510	ASSOC SUPT OPERATIONS	010	MGMT RNG 174	7.5
0520	BOND REGIONAL FACILTY PROJ MGR	010	MGMT RNG 90	7.5
0525	BUSINESS APPLICATION ANALYST	010	MGMT RNG 101	7.5
0530	DIRECTOR CLASSIFIED PERSONNEL	010	MGMT RNG 113	7.5
0531	DIRECTOR ACCOUNTABILITY DATA	010	MGMT RNG 113	7.5
0532	DIRECTOR COMMUNICATIONS	010	MGMT RNG 120	7.5
0533	DIRECTOR OF FISCAL SERVICES	010	MGMT RNG 113	7.5
0534	INTERNAL AUDITOR	010	MGMT RNG 113	7.5
0535	DIRECTOR EMPLOYEE RELATIONS	010	MGMT RNG 113	7.5
0536	DIRECTOR COMMUNITY ENGAGEMENT	010	MGMT RNG 113	7.5
0540	ENGINEERING OFFICER	010	MGMT RNG 150	7.5
0545	EXEC DIR BUSINESS SERVICES	010	MGMT RNG 120	7.5
0555	EXECUTIVE DIRECTOR OF M&O	010	MGMT RNG 120	7.5
0560	CHIEF TECHNOLOGY OFFICER	010	MGMT RNG 120	7.5
0565	IT OPERATIONS MANAGER	010	MGMT RNG 90	7.5
0570	MANAGER BLDG&MECHANIC MAINTEN	010	MGMT RNG 90	7.5
0571	FACILITIES MAINTENANCE MANAGER	010	MGMT RNG 90	7.5
0575	PROFESSIONAL EXPERT	010		
0580	TITLE 9 EDUCAT EQUITY DIRECTOR	010	MGMT RNG 113	7.5
0999	BOARD MEMBER	090	BOARD MEMBER	7.5
1000	TEACHER REGULAR EDUCATION	050	SCH 08	6
1002	TEACHER REGULAR EDUCATION 2	050	SCH 08	6
1003	TEACHER REGULAR EDUCATION 3	050	SCH 08	6
1004	TEACHER REGULAR EDUCATION 4	050	SCH 08	6
1010	TEACHER EXTRA PERIOD	050	SCH 08	6
1011	HEALTH INSTRUCTION PROVIDER	050	SCH 08	6
1050	TEACHER SABBATICAL LEAVE	050	SCH 08	6
1055	TEACHER ELEMENTARY PREP	050	SCH 08	6



Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
1056	PRESCHOOL PREP TEACHER	050	SCH 08	6
1060	TEACHER UNION ASSIGNMENT	050	SCH 08	6
1065	TEACHER ON LOAN TO CTA	050	SCH 08	6
1075	TEACHER ON SPECIAL ASSIGNMENT	050	SCH 08	6
1076	TEACHER ON SPECIAL ASSIGNMENT+	050	SCH 08	6
1100	TEACHER SP ED	050	SCH 08	6
1102	TEACHER SPED SECOND ASSIGNMENT	050	SCH 08	6
1103	TEACHER SPED THIRD ASSIGNMENT	050	SCH 08	6
1110	TEACHER SP ED EXTRA PERIOD	050	SCH 08	6
1400	PROJECT / PROGRAM ASSISTANT	050	SCH 06	6
1401	PROJECT / PROGRAM ASSISTANT+	050	SCH 06	6
1403	PROGRAM SPECIALIST	050	SCH 06	6
1405	COUNSELOR SECONDARY SCHOOLS	050	SCH 06	6
1406	COUNSELOR+	050	SCH 06	6
1408	COUNSELOR EXTRA PERIOD	050	SCH 06	6
1410	CURRICULUM SPECIALIST	050	SCH 06	6
1450	LIBRARIAN	050	SCH 08	6
1451	LIBRARIAN+	050	SCH 08	6
1453	LIBRARIAN EXTRA PERIOD	050	SCH 08	6
1500	INST SUPPORT READING ELD COACH	050	SCH 06	6
1501	INST SUPPORT READNG ELD COACH+	050	SCH 06	6
1600	SCHOOL PSYCHOLOGIST	050	SCH 07	7.5
1601	SCHOOL PSYCHOLOGIST+	050	SCH 07	7.5
1625	SPEECH THERAPIST	050	SCH 09	6
1626	SPEECH THERAPIST+	050	SCH 09	6
1650	SPEECH PROGRAM SPECIALIST	050	SCH 09	6
1651	SPEECH PROGRAM SPECIALIST+	050	SCH 09	6
1675	BEHAVIORIST	050	SCH 07	7.5
1676	BEHAVIORIST+	050	SCH 07	7.5
1700	SCHOOL NURSE	050	SCH 08 197 DAYS	6
1701	SCHOOL NURSE+	050	SCH 08 197 DAYS	6
1910	COACH ATHLETIC CERTIFICATED	092		
2000	AUTO MECHANIC	060	SCH 05 - RNG 66	7.5
2001	AUTO MECHANIC+	060	SCH 05 - RNG 66	7.5
2005	BUILDING MAINTENANCE WORKER	060	SCH 05 - RNG 56	7.5
2006	BUILDING MAINTENANCE WORKER+	060	SCH 05 - RNG 56	7.5
2010	CARPENTER	060	SCH 05 - RNG 66	7.5
2011	CARPENTER+	060	SCH 05 - RNG 66	7.5
2015	CONCRETE MASON	060	SCH 05 - RNG 66	7.5
2016	CONCRETE MASON+	060	SCH 05 - RNG 66	7.5
2020	CUSTODIAN	060	SCH 05 - RNG 48	7.5
2021	CUSTODIAN+	060	SCH 05 - RNG 48	7.5
2025	HEAD CUSTODIAN ELEMENTARY	060	SCH 05 - RNG 55	7.5
2026	HEAD CUSTODIAN ELEMENTARY+	060	SCH 05 - RNG 55	7.5
2030	DUPLICATION SPECIALIST	060	SCH 05 - RNG 56	7.5
2031	DUPLICATION SPECIALIST+	060	SCH 05 - RNG 56	7.5

Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
2035	ELECTRICIAN	060	SCH 05 - RNG 66	7.5
2036	ELECTRICIAN+	060	SCH 05 - RNG 66	7.5
2040	ELECTRONICS TECHNICIAN	060	SCH 05 - RNG 70	7.5
2041	ELECTRONICS TECHNICIAN+	060	SCH 05 - RNG 70	7.5
2045	EQUIPMENT MECHANIC	060	SCH 05 - RNG 66	7.5
2046	EQUIPMENT MECHANIC+	060	SCH 05 - RNG 66	7.5
2050	FIELD MAINT GROUNDS KPR	060	SCH 05 - RNG 57	7.5
2051	FIELD MAINT GROUNDS KPR+	060	SCH 05 - RNG 57	7.5
2055	FIELD MAINT GROUNDSKPR LDWKR	060	SCH 05 - RNG 63	7.5
2056	FIELD MAINT GROUNDSKPR LDWKR+	060	SCH 05 - RNG 63	7.5
2057	FIELD & FACILITIES USE WORKER	060	SCH 05 - RNG 54	7.5
2058	GROUNDS WORKER	060	SCH 05 - RNG 48	7.5
2060	GARDENER	060	SCH 05 - RNG 56	7.5
2061	GARDENER+	060	SCH 05 - RNG 56	7.5
2065	GARDENER LEAD WORKER	060	SCH 05 - RNG 62	7.5
2066	GARDENER LEAD WORKER+	060	SCH 05 - RNG 62	7.5
2070	GARDENER OPERATOR	060	SCH 05 - RNG 60	7.5
2071	GARDENER OPERATOR+	060	SCH 05 - RNG 60	7.5
2075	GARDENER OPERATOR LDWKR	060	SCH 05 - RNG 63	7.5
2076	GARDENER OPERATOR LDWKR+	060	SCH 05 - RNG 63	7.5
2080	GARDENER TREE TOPPER LDWKR	060	SCH 05 - RNG 65	7.5
2081	GARDENER TREE TOPPER LDWKR+	060	SCH 05 - RNG 65	7.5
2085	GENERAL MECHANIC	060	SCH 05 - RNG 66	7.5
2086	GENERAL MECHANIC+	060	SCH 05 - RNG 66	7.5
2090	GLAZIER	060	SCH 05 - RNG 68	7.5
2091	GLAZIER+	060	SCH 05 - RNG 68	7.5
2095	HEATING/VENTILATING MECHANIC	060	SCH 05 - RNG 66	7.5
2096	HEATING/VENTILATING MECHANIC+	060	SCH 05 - RNG 66	7.5
2100	IRRIGATION EQUIPMENT TECH	060	SCH 05 - RNG 66	7.5
2101	IRRIGATION EQUIPMENT TECH+	060	SCH 05 - RNG 66	7.5
2105	IRRIGATION TECHNICIAN	060	SCH 05 - RNG 66	7.5
2106	IRRIGATION TECHNICIAN+	060	SCH 05 - RNG 66	7.5
2110	LOCKSMITH	060	SCH 05 - RNG 66	7.5
2111	LOCKSMITH+	060	SCH 05 - RNG 66	7.5
2115	MAILROOM TECH/DELIVERY WKR	060	SCH 05 - RNG 54	7.5
2116	MAILROOM TECH/DELIVERY WKR+	060	SCH 05 - RNG 54	7.5
2120	OFFICE MACHINE REPAIR WORKER	060	SCH 05 - RNG 63	7.5
2121	OFFICE MACHINE REPAIR WORKER+	060	SCH 05 - RNG 63	7.5
2125	PAINTER	060	SCH 05 - RNG 66	7.5
2126	PAINTER+	060	SCH 05 - RNG 66	7.5
2130	PAINTER ASSISTANT	060	SCH 05 - RNG 61	7.5
2131	PAINTER ASSISTANT+	060	SCH 05 - RNG 61	7.5
2135	PLUMBER	060	SCH 05 - RNG 66	7.5
2136	PLUMBER+	060	SCH 05 - RNG 66	7.5
2140	ROOFER	060	SCH 05 - RNG 66	7.5
2141	ROOFER+	060	SCH 05 - RNG 66	7.5

Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
2145	SENIOR DUPLICATION SPECIALST	060	SCH 05 - RNG 58	7.5
2146	SENIOR DUPLICATION SPECIALST+	060	SCH 05 - RNG 58	7.5
2148	SENIOR OFFICE MACHINE REPAIR	060	SCH 05 - RNG 67	7.5
2149	SENIOR OFFICE MACHINE REPAIR+	060	SCH 05 - RNG 67	7.5
2150	WAREHOUSE WORKER/DRIVER	060	SCH 05 - RNG 63	7.5
2151	WAREHOUSE WORKER/DRIVER+	060	SCH 05 - RNG 63	7.5
2152	EQ. CNTRL WARE/WORKER DRIVER	060	SCH 05 - RNG 66	7.5
2155	SHEET METAL WORKER	060	SCH 05 - RNG 66	7.5
2156	SHEET METAL WORKER+	060	SCH 05 - RNG 66	7.5
2160	SR WAREHOUSE WORKER	060	SCH 05 - RNG 68	7.5
2161	SR WAREHOUSE WORKER+	060	SCH 05 - RNG 68	7.5
2170	UTILITY WORKER	060	SCH 05 - RNG 61	7.5
2171	UTILITY WORKER+	060	SCH 05 - RNG 53	7.5
2175	UTILITY WORKER I	060	SCH 05 - RNG 56	7.5
2176	UTILITY WORKER I+	060	SCH 05 - RNG 56	7.5
2180	WELDER	060	SCH 05 - RNG 66	7.5
2181	WELDER+	060	SCH 05 - RNG 66	7.5
2300	FOOD PRODUCTION LEAD WORKER	060	SCH 10 - RNG 50	7.5
2301	FOOD PRODUCTION LEAD WORKER+	060	SCH 05 - RNG 50	7.5
2305	FOOD SERVICE AIDE	060	SCH 05 - RNG 35	7.5
2306	FOOD SERVICE AIDE+	060	SCH 05 - RNG 35	7.5
2310	FOOD SERVICE AIDE/CLERK	060	SCH 10 - RNG 41	7.5
2311	FOOD SERVICE AIDE/CLERK+	060	SCH 05 - RNG 39	7.5
2320	FOOD TRANSPORT DRIVER	060	SCH 05 - RNG 61	7.5
2321	FOOD TRANSPORT DRIVER+	060	SCH 05 - RNG 61	7.5
2322	FS DRIVER WAREHOUSE WORKER	060	SCH 19 - RNG 61	7.5
2323	FS DRIVER WAREHOUSE WORKER+	060	SCH 05 - RNG 61	7.5
2325	FOOD SERVICE WORKER/CASHIER	060	SCH 05 - RNG 39	7.5
2326	FOOD SERVICE WORKER/CASHIER+	060	SCH 10 - RNG 41	7.5
2330	FOOD SVC WORKER I	060	SCH 05 - RNG 39	7.5
2331	FOOD SERVICES WORKER I+	060	SCH 05 - RNG 39	7.5
2335	FOOD SERVICE WORKER II	060	SCH 05 - RNG 47	7.5
2336	FOOD SERVICE WORKER II+	060	SCH 05 - RNG 47	7.5
2340	FOOD SERVICE WORKER POT WASHER	060	SCH 05 - RNG 41	7.5
2341	FOOD SERVICE WORKER POT WASHE+	060	SCH 05 - RNG 41	7.5
2400	INST ASSIST 43+10%	060	SCH 05 - RNG 43	7.5
2401	INST ASSIST 43+10%+	060	SCH 05 - RNG 43	7.5
2405	INST ASSIST 43+13.4%	060	SCH 05 - RNG 43	7.5
2406	INST ASSIST 43+13.4%+	060	SCH 05 - RNG 43	7.5
2410	INST ASSISTANT 54	060	SCH 05 - RNG 54	7.5
2411	INST ASSISTANT 54+	060	SCH 05 - RNG 54	7.5
2412	EL PRESCHOOL INST ASST BIL	060	SCH 10 - RNG 45	7.5
2413	EL PRESCHOOL INST ASST BIL+	060	SCH 10 - RNG 45	7.5
2414	EL TK INSTRUCTIONAL ASSISTANT	060	SCH 10 - RNG 44	7.5
2415	EL TK INSTRUCTIONAL ASSISTANT+	060	SCH 10 - RNG 44	7.5
2416	EL TK INST ASSISTANT BILINGUAL	060	SCH 10 - RNG 45	7.5

Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
2417	EL TK INST ASSISTANT BILING +	060	SCH 10 - RNG 45	7.5
2420	INST ASSISTANT SP ED	060	SCH 05 - RNG 43	7.5
2421	INST ASSISTANT SP ED+	060	SCH 05 - RNG 43	7.5
2425	INST ASSISTANT SP ED BIL	060	SCH 05 - RNG 44	7.5
2426	INST ASSISTANT SP ED BIL+	060	SCH 05 - RNG 44	7.5
2427	EL PRESCHOOL INST ASSISTANT	060	SCH 10 - RNG 44	7.5
2428	EL PRESCHOOL INST ASSISTANT+	060	SCH 10 - RNG 44	7.5
2430	INST ASST SPED DEAF/HARD HEAR	060	SCH 05 - RNG 51	7.5
2431	INST ASST SPED DEAF/HARD HEAR+	060	SCH 05 - RNG 51	7.5
2435	INST ASST SP ED VISUAL IMPAIR	060	SCH 05 - RNG 51	7.5
2436	INST ASST SP ED VISUAL IMPAIR+	060	SCH 05 - RNG 51	7.5
2440	INTERPRETER DEAF/HARD HEARING	060	SCH 05 - RNG 63	7.5
2441	INTERPRETER DEAF/HARD HEARING+	060	SCH 05 - RNG 63	7.5
2442	INTERPRETER/TRANSLATOR BILINGU	060	SCH 05 - RNG 62	7.5
2445	BEHAVIORAL TECH	060	SCH 05 - RNG 49	7.5
2446	BEHAVIORAL TECH+	060	SCH 05 - RNG 49	7.5
2450	CLASSROOM SUPPORT AIDE	060	SCH 10 - RNG 43	7.5
2451	CLASSROOM SUPPORT AIDE+	060	SCH 10 - RNG 43	7.5
2452	AUDIOMETRIST	060	SCH 05 - RNG 59	7.5
2455	OCCUPATIONAL THERAPIST	060	SCH 05 - RNG 82	7.5
2456	OCCUPATIONAL THERAPIST+	060	SCH 05 - RNG 82	7.5
2460	SP ED EMPLOYMENT SPECIALIST	060	SCH 05 - RNG 64	7.5
2461	SP ED EMPLOYMENT SPECIALIST+	060	SCH 05 - RNG 64	7.5
2462	SPECIAL ED ASSISTANT AUTISTIC	060	SCH 10 - RNG 54	7.5
2463	SPECIAL ED ASSISTANT AUTISTIC+	060	SCH 10 - RNG 54	7.5
2465	SPEC ED ASST SMILE	060	SCH 05 - RNG 54	7.5
2466	SPEC ED ASST SMILE+	060	SCH 05 - RNG 54	7.5
2470	SPECIAL EDUCATION ASSISTANT	060	SCH 05 - RNG 49	7.5
2471	SPECIAL EDUCATION ASSISTANT+	060	SCH 05 - RNG 49	7.5
2475	TECH ASST VISUAL IMPAIRED	060	SCH 05 - RNG 54	7.5
2476	TECH ASST VISUAL IMPAIRED+	060	SCH 05 - RNG 54	7.5
2500	ASST TECHNOLOGY PARAPROFESSNL	060	SCH 05 - RNG 54	7.5
2501	ASST TECHNOLOGY PARAPROFESSNL+	060	SCH 05 - RNG 54	7.5
2505	ASST TRUANCY PREVENTION	060	SCH 05 - RNG 55	7.5
2506	ASST TRUANCY PREVENTION+	060	SCH 05 - RNG 55	7.5
2510	BILINGUAL PARAPROFESSIONAL	060	SCH 05 - RNG 48	7.5
2511	BILINGUAL PARAPROFESSIONAL+	060	SCH 05 - RNG 48	7.5
2512	LEAD ASSESSMENT TECHNICIAN	060	SCH 05 - RNG 65	7.5
2513	BIL ASSESSMENT AND REGIST TECH	060	SCH 05 - RNG 63	7.5
2520	CAMPUS SECURITY OFFICER I	060	SCH 05 - RNG 49	7.5
2521	CAMPUS SECURITY OFFICER I+	060	SCH 05 - RNG 49	7.5
2525	CAMPUS SECURITY OFFICER II	060	SCH 05 - RNG 58	7.5
2526	CAMPUS SECURITY OFFICER II+	060	SCH 05 - RNG 58	7.5
2530	DROPOUT PREVENTION SPECIALIST	060	SCH 05 - RNG 57	7.5
2531	DROPOUT PREVENTION SPECIALIST+	060	SCH 05 - RNG 57	7.5
2545	INST AIDE	060	SCH 05 - RNG 39	7.5

Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
2546	INST AIDE+	060	SCH 05 - RNG 39	7.5
2550	INST AIDE BILINGUAL	060	SCH 05 - RNG 40	7.5
2551	INST AIDE BILINGUAL+	060	SCH 05 - RNG 40	7.5
2555	LIBRARY MEDIA SPECIALIST	060	SCH 05 - RNG 56	7.5
2556	LIBRARY MEDIA SPECIALIST+	060	SCH 05 - RNG 56	7.5
2570	PARENT LIAISON WORKER	060	SCH 05 - RNG 53	7.5
2571	PARENT LIAISON WORKER+	060	SCH 05 - RNG 53	7.5
2575	PRESCHOOL COMMUNITY WORKER	060	SCH 05 - RNG 52	7.5
2576	PRESCHOOL COMMUNITY WORKER+	060	SCH 05 - RNG 52	7.5
2577	EL COMMUNITY WORKER	060	SCH 05 - RNG 52	7.5
2578	EL COMMUNITY WORKER+	060	SCH 05 - RNG 52	7.5
2580	SAFETY/DISASTER PREPAR OFFCR	060	SCH 05 - RNG 67	7.5
2581	SAFETY/DISASTER PREPAR OFFCR+	060	SCH 05 - RNG 67	7.5
2585	SCH COMMUNITY OTRCH SPEC BIL	060	SCH 05 - RNG 57	7.5
2586	SCH COMMUNITY OTRCH SPEC BIL+	060	SCH 05 - RNG 57	7.5
2590	SCH COMMUNITY OTRCH SPEC	060	SCH 05 - RNG 56	7.5
2591	SCH COMMUNITY OTRCH SPEC+	060	SCH 05 - RNG 56	7.5
2592	SCHOOL COMMUNITY OUTREACH WORK	060		7.5
2593	SCHOOL COMM OUTREACH WRKER BIL	060		7.5
2595	SCH COMMUNITY WORKER	060	SCH 05 - RNG 52	7.5
2596	SCH COMMUNITY WORKER+	060	SCH 05 - RNG 52	7.5
2600	SCH COMMUNITY WORKER BIL	060	SCH 05 - RNG 53	7.5
2601	SCH COMMUNITY WORKER BIL+	060	SCH 05 - RNG 53	7.5
2605	SCHOOL HEALTH AIDE	060	SCH 05 - RNG 41	7.5
2606	SCHOOL HEALTH AIDE+	060	SCH 05 - RNG 41	7.5
2607	RESEARCH AND TESTING ASSISTANT	060	SCH 05 - RNG 64	7.5
2650	LOWER DIVISION TUTOR	060	SCH 05 - RNG 35	7.5
2651	LOWER DIVISION TUTOR+	060	SCH 05 - RNG 35	7.5
2655	LOWER DIVISION TUTOR BIL	060	SCH 05 - RNG 36	7.5
2656	LOWER DIVISION TUTOR BIL+	060	SCH 05 - RNG 36	7.5
2660	UPPER DIVISION TUTOR	060	SCH 05 - RNG 43	7.5
2661	UPPER DIVISION TUTOR+	060	SCH 05 - RNG 43	7.5
2665	UPPER DIVISION TUTOR BIL	060	SCH 05 - RNG 44	7.5
2666	UPPER DIVISION TUTOR BIL+	060	SCH 05 - RNG 44	7.5
2670	GRADUATE TUTOR	060	SCH 05 - RNG 65	7.5
2671	GRADUATE TUTOR+	060	SCH 05 - RNG 65	7.5
2675	GRADUATE TUTOR BILINGUAL	060	SCH 05 - RNG 66	7.5
2676	GRADUATE TUTOR BILINGUAL+	060	SCH 05 - RNG 66	7.5
2700	ACCOUNTANT II	060	SCH 05 - RNG 63	7.5
2701	ACCOUNTANT II+	060	SCH 05 - RNG 63	7.5
2705	ACCOUNTING TECHNICIAN	060	SCH 05 - RNG 63	7.5
2706	ACCOUNTING TECHNICIAN+	060	SCH 05 - RNG 63	7.5
2707	ACCOUNTS PAYABLE SPECIALIST	060	SCH 05 - RNG 61	7.5
2710	ASSESSMENT TECHNICIAN	060	SCH 05 - RNG 62	7.5
2711	BILINGUAL ASSESSMENT TECHNICA	060	SCH 05 - RNG 63	7.5
2721	ADMINISTRATIVE TECHNICIAN	060	SCH 05 - RNG 62	7.5

Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
2722	ADMINISTRATIVE TECHNICIAN+	060	SCH 05 - RNG 62	7.5
2728	PURCHASING TECHNICIAN	060	SCH 05 - RNG 63	7.5
2729	PURCHASING TECHNICIAN+	060	SCH 05 - RNG 53	7.5
2735	ATTENDANCE CLERK	060	SCH 05 - RNG 47	7.5
2736	ATTENDANCE CLERK+	060	SCH 05 - RNG 47	7.5
2742	ATTENDANCE ENROLLMENT TECH	060	SCH 05 - RNG 58	7.5
2743	ATTENDANCE ENROLLMENT TECH+	060	SCH 05 - RNG 58	7.5
2756	DATA ENTRY CLERK	060	SCH 05 - RNG 51	7.5
2757	DATA ENTRY CLERK+	060	SCH 05 - RNG 51	7.5
2763	DESKTOP SUPPORT TECHNICIAN	060	SCH 05 - RNG 70	7.5
2764	DESKTOP SUPPORT TECHNICIAN+	060	SCH 05 - RNG 70	7.5
2770	FACILITIES USE TECHNICIAN	060	SCH 05 - RNG 63	7.5
2771	FACILITIES USE TECHNICIAN+	060	SCH 05 - RNG 63	7.5
2784	FOOD SERVICE OPERATIONS ASST	060	SCH 05 - RNG 57	7.5
2785	FOOD SERVICE OPERATIONS ASST+	060	SCH 05 - RNG 57	7.5
2791	GENERAL CLERK	060	SCH 05 - RNG 38	7.5
2792	GENERAL CLERK+	060	SCH 05 - RNG 38	7.5
2798	HUMAN RESOURCES CREDNTL TECH	060	SCH 05 - RNG 64	7.5
2799	HUMAN RESOURCES CREDNTL TECH+	060	SCH 05 - RNG 64	7.5
2800	HUMAN RESOURCES CLERK	060	SCH 05 - RNG 53	7.5
2801	HUMAN RESOURCES CLERK+	060	SCH 05 - RNG 53	7.5
2806	HUMAN RESOURCES CLERK BIL	060	SCH 05 - RNG 54	7.5
2807	HUMAN RESOURCES CLERK BIL+	060	SCH 05 - RNG 54	7.5
2820	HUMAN RESOURCES TECHNICIAN	060	SCH 05 - RNG 63	7.5
2821	HUMAN RESOURCES TECHNICIAN+	060	SCH 05 - RNG 63	7.5
2826	INFORMATION LITERACY ASSISTNT	060	SCH 05 - RNG 51	7.5
2827	INFORMATION LITERACY ASSISTNT+	060	SCH 05 - RNG 51	7.5
2833	INFORMATION TECH HELP DESK	060	SCH 05 - RNG 65	7.5
2834	INFORMATION TECH HELP DESK+	060	SCH 05 - RNG 58	7.5
2840	LIBRARY RESOURCE SECRETARY	060	SCH 05 - RNG 55	7.5
2841	LIBRARY RESOURCE SECRETARY+	060	SCH 05 - RNG 55	7.5
2847	NETWORK TECHNICIAN	060	SCH 05 - RNG 74	7.5
2848	NETWORK TECHNICIAN+	060	SCH 05 - RNG 74	7.5
2854	OPERATIONS SECRETARY	060	SCH 05 - RNG 61	7.5
2855	OPERATIONS SECRETARY+	060	SCH 05 - RNG 61	7.5
2860	PAYROLL CLERK	060	SCH 05 - RNG 53	7.5
2861	PAYROLL CLERK+	060	SCH 05 - RNG 53	7.5
2865	PAYROLL TECHNICIAN	060	SCH 05 - RNG 63	7.5
2866	PAYROLL TECHNICIAN+	060	SCH 05 - RNG 63	7.5
2875	PROCUREMENT TRAINING TECH	060	SCH 05 - RNG 60	7.5
2876	PROCUREMENT TRAINING TECH+	060	SCH 05 - RNG 60	7.5
2882	REGISTRAR	060	SCH 05 - RNG 52	7.5
2883	REGISTRAR+	060	SCH 05 - RNG 52	7.5
2896	SCHOOL SECRETARY I	060	SCH 05 - RNG 55	7.5
2897	SCHOOL SECRETARY I+	060	SCH 05 - RNG 55	7.5
2903	SECONDARY SCHOOL CASHIER	060	SCH 05 - RNG 53	7.5

Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
2904	SECONDARY SCHOOL CASHIER+	060	SCH 05 - RNG 53	7.5
2910	SENIOR ACCOUNT CLERK	060	SCH 05 - RNG 53	7.5
2911	SENIOR ACCOUNT CLERK+	060	SCH 05 - RNG 53	7.5
2912	SENIOR ACCOUNT CLERK FOOD SERV	060	SCH 15 - RNG 55	7.5
2924	SENIOR BUDGET CONTROL CLERK	060	SCH 05 - RNG 61	7.5
2925	SENIOR BUDGET CONTROL CLERK+	060	SCH 05 - RNG 61	7.5
2931	SPECIAL ED ADMINISTRATN TECH	060	SCH 05 - RNG 65	7.5
2932	SPECIAL ED ADMINISTRATN TECH+	060	SCH 05 - RNG 65	7.5
2938	CASEMIS TECH CA SPED MGT INFO	060	SCH 05 - RNG 66	7.5
2939	CASEMIS TECH CA SPED MGT INFO+	060	SCH 05 - RNG 66	7.5
2940	SENIOR SCH FACILITIES SPEC	060	SCH 05 - RNG 71	7.5
2941	SENIOR SCH FACILITIES SPEC+	060	SCH 05 - RNG 71	7.5
2945	STAFF SECRETARY	060	SCH 05 - RNG 57	7.5
2946	STAFF SECRETARY+	060	SCH 05 - RNG 57	7.5
2951	STAFF SECRETARY BILINGUAL	060	SCH 05 - RNG 58	7.5
2952	STAFF SECRETARY BILINGUAL+	060	SCH 05 - RNG 58	7.5
2959	STUDENT INFO SYSTEM TECH	060	SCH 05 - RNG 58	7.5
2960	STUDENT INFO SYSTEM TECH+	060	SCH 05 - RNG 58	7.5
2966	TRANSPORTATION SPECIALIST	060	SCH 05 - RNG 71	7.5
2967	TRANSPORTATION SPECIALIST+	060	SCH 05 - RNG 71	7.5
2968	TYPIST CLK II/WORK EXPERIENCE	060	SCH 05 - RNG 47	7.5
2969	TYPIST CLK II/WORK EXPERIENCE+	060	SCH 05 - RNG 47	7.5
2970	TYPIST CLERK I	060	SCH 05 - RNG 43	7.5
2971	TYPIST CLERK I+	060	SCH 05 - RNG 43	7.5
2972	TYPIST CLERK I BILINGUAL	060	SCH 05 - RNG 44	7.5
2973	TYPIST CLERK I BILINGUAL+	060	SCH 05 - RNG 44	7.5
2975	TYPIST CLERK II	060	SCH 05 - RNG 47	7.5
2976	TYPIST CLERK II+	060	SCH 05 - RNG 47	7.5
2977	TYPIST CLERK II BILINGUAL	060	SCH 05 - RNG 48	7.5
2978	TYPIST CLERK II BILINGUAL+	060	SCH 05 - RNG 48	7.5
2980	TYPIST CLERK III	060	SCH 05 - RNG 51	7.5
2981	TYPIST CLERK III+	060	SCH 05 - RNG 51	7.5
2982	TYPIST CLERK III BILINGUAL	060	SCH 05 - RNG 52	7.5
2983	TYPIST CLERK III BILINGUAL+	060	SCH 05 - RNG 52	7.5
2985	PRESCHOOL CASHIER	060	SCH 05 - RNG 53	7.5
2986	PRESCHOOL CASHIER+	060	SCH 05 - RNG 53	7.5
2990	VOIP - PROGRAMMER TECHNICIAN	060	SCH 05 - RNG 84	7.5
2991	VOIP - PROGRAMMER TECHNICIAN+	060	SCH 05 - RNG 84	7.5
5950	BABYSITTER	092		
5960	ELEMENTARY PLAYGROUND SUPV	092		7.5
5965	STUDENT WORKER	092		
5970	COACH ATHLETIC CLASSIFIED	092		
6000	ACCOUNTING SUPERVISOR	040	SCH 04 - RNG 75	7.5
6015	ADMINISTRATIVE SERVICES MGR	040	SCH 04 - RNG 76	7.5
6030	FOOD AREA SUPERVISOR	040	SCH 04 - RNG 77	7.5
6045	ASSESSMENT DATABASE SPECIALIST	040	SCH 04 - RNG 84	7.5

Approved Job Class List  
As of 09/26/2014

Job Class	Job Description	BU	Schedule / Range	6 or 7.5 hour
6060	ASSESSMENT SUPERVISOR	040	SCH 04 - RNG 68	7.5
6075	ASST CUSTODIAL SERVICES SUPV	040	SCH 04 - RNG 74	7.5
6090	BAKER COOK SUPERVISOR	040	SCH 4A - RNG 68	7.5
6105	FOOD SERVICE COOK MANAGER	040	SCH 4A - RNG 60	7.5
6120	CUSTODIAL SERVICES SUPERVISOR	040	SCH 04 - RNG 79	7.5
6135	CUSTODIAL SUPV JR HIGH SCHOOL	040	SCH 04 - RNG 61	7.5
6150	CUSTODIAL SUPV SR HIGH SCHOOL	040	SCH 04 - RNG 64	7.5
6165	FINANCIAL SYSTEMS ANALYST	040	SCH 04 - RNG 78	7.5
6180	FISCAL FUND SUPERVISOR	040	SCH 04 - RNG 71	7.5
6195	FISCAL/PROJECT ACCT ANALYST	040	SCH 04 - RNG 84	7.5
6210	FOOD PRODUCTION SUPERVISOR	040	SCH 04 - RNG 79	7.5
6211	FOOD SERVICE AREA SUPERVISOR	040	SCH 04 - RNG 77	7.5
6212	FS OPERATIONS MAINT SUPERVISOR	040	SCH 04 - RNG 81	7.5
6225	FOOD SERVICE PLANT OPERATOR	040	SCH 04 - RNG 81	7.5
6240	FOOD SERVICE WAREHOUSE SUPERV	040	SCH 04 - RNG 74	7.5
6255	GENERAL WAREHOUSE SUPERVISOR	040	SCH 04 - RNG 74	7.5
6270	GROUND SUPERVISOR	040	SCH 04 - RNG 78	7.5
6285	MAINT & OPER ADMINISTRATVE AST	040	SCH 04 - RNG 74	7.5
6300	MAINTENANCE SUPERVISOR	040	SCH 04 - RNG 78	7.5
6315	MIS PRODUCTION SUPERVISOR	040	SCH 04 - RNG 75	7.5
6330	OFFICE MANAGER MIDDLE/JR HIGH	040	SCH 04 - RNG 60	7.5
6345	OFFICE MANAGER SENIOR HIGH	040	SCH 04 - RNG 62	7.5
6360	PAYROLL SUPERVISOR	040	SCH 04 - RNG 80	7.5
6375	STUDENT INFO SERVICES SUPERVIS	040	SCH 04 - RNG 84	7.5
6390	PRINCIPAL ACCOUNTANT	040	SCH 04 - RNG 82	7.5
6391	WILLIAMS ACT INSPECTOR	040	SCH 04 - RNG 76	7.5
6400	PURCHASING SUPERVISOR	040	SCH 04 - RNG 74	7.5
6405	REPROGRPH - MAIL DISTRBTN SUPV	040	SCH 04 - RNG 74	7.5
6420	STUDENT SUPPORT SERVICES SUPV	040	SCH 04 - RNG 71	7.5
6435	TECHNOLOGY OPERATIONS SUPV	040	SCH 04 - RNG 80	7.5
6450	VOCATIONAL ED TRANSITION SPEC	040	SCH 04 - RNG 85	7.5
6700	ADMIN GRANTS SPECIAL PROJECTS	040	SCH 4B - RNG 14	7.5
6710	HEALTH SAFETY COORDINATOR	040	SCH 4B - RNG 14	7.5
6715	AFTER SCHOOL PROGRAM COORDINTR	040	SCH 4B - RNG 15	7.5
6730	COORD DISASTER PREP AND SAFETY	040	SCH 4B - RNG 15	7.5
6731	COORDINATOR ELECTRONIC COMMUN	040	SCH 4B - RNG 44	7.5
6745	COORDINATOR COMM ENGAGEMENT	040	SCH 4B - RNG 15	7.5
6760	COORDINATOR YOUTH DVLPMNT PROG	040	SCH 4B - RNG 44	7.5
6775	DATA WAREHOUSE ANALYST	040	SCH 4B - RNG 32	7.5
6790	FOOD SERVICE OPERATIONS COORD	040	SCH 4B - RNG 42	7.5
6795	FS ASSISTANT PRODUCTION SUPERV	040	SCH 4A - RNG 68	7.5
6820	NETWORK ENGINEER	040	SCH 4B - RNG 15	7.5
6821	SENIOR NETWORK ENGINEER	040	SCH 4B - RNG 14	7.5
6835	NETWORK PLANNER	040	SCH 4B - RNG 50	7.5
6850	RISK MANAGER	040	SCH 4B - RNG 46	7.5
6865	THEATER TECHNICIAN MANAGER	040	SCH 4B - RNG 40	7.5



Approved Job Class List  
As of 09/26/2014

<b>Job Class</b>	<b>Job Description</b>	<b>BU</b>	<b>Schedule / Range</b>	<b>6 or 7.5 hour</b>
6870	ENERGY CONSERV PROGRAM MANAGER	040	SCH 4B - RNG 15	7.5
7000	EXECUTIVE SECRETARY TO SUPT	021	SCH 02 - RNG 42	7.5
7025	SENIOR ADMIN SECRETARY	021	SCH 02 - RNG 17	7.5
7050	SENIOR PERSONNEL ASST CONFID	021	SCH 02 - RNG 17	7.5
8000	ADMINISTRATOR	011	WCCAA RNG 100B	7.5
8010	ADMINISTRATOR SPECIAL ED	011	WCCAA RNG 100B	7.5
8100	COORDINATOR	011	WCCAA RNG 97	7.5
8125	COORD EDUCATIONAL SERVICES	011	WCCAA RNG 105A	7.5
8150	COORDSTATE & FEDERAL PROGRAMS	011	WCCAA RNG 105A	7.5
8170	COORDINATOR MIDDLE COLLEGE	011	WCCAA RNG 105A	7.5
8180	COORDINATOR PRESCHOOL	011	WCCAA RNG 105A	7.5
8190	COORDINATOR SPECIAL EDUCATION	011	WCCAA RNG 105A	7.5
8300	PRINCIPAL ADULT EDUCATION	011	WCCAA RNG 107	7.5
8301	PRINCIPAL ALTERNATIVE ED	011	WCCAA RNG 100B	7.5
8302	PRINCIPAL ALTERNATIVE ED+	011	WCCAA RNG 100B	7.5
8324	ASSISTANT PRINCIPAL ADULT ED	011	WCCAA RNG 95B	7.5
8325	ASSISTANT PRINCIPAL SR HI SCH	011	WCCAA RNG 99	7.5
8326	ASSISTANT PRINCIPAL MIDDLE SCH	011	WCCAA RNG 97	7.5
8327	ASST PRINCIPAL LINKED LEARNING	011	WCCAA RNG 99	7.5
8350	PRINCIPAL ELEMENTARY	011	WCCAA RNG 100A	7.5
8351	PRINCIPAL K-8	011	WCCAA RNG 103	7.5
8352	PRINCIPAL MIDDLE/JUNIOR HIGH	011	WCCAA RNG 106	7.5
8353	PRINCIPAL SENIOR HIGH	011	WCCAA RNG 113	7.5
8360	VICE PRINCIPAL ELEMENTARY	011	WCCAA RNG 95A	7.5
8500	K-12 INST SPECIALIST ELEM	011	WCCAA RNG 95A	7.5
8501	K-12 INST SPECIALIST MIDDLE	011	WCCAA RNG 97	7.5
8502	K-12 INST SPECIALIST SR HIGH	011	WCCAA RNG 99	7.5

Location # List  
As of 09/30/2014

<b>Location#</b>	<b>Location Description</b>
<u>000</u>	SUBSTITUTE
<u>001</u>	RETIREE WITH BENEFITS
<u>100</u>	ELEMENTARY CENTRAL
<u>104</u>	BAYVIEW ELEMENTARY
<u>105</u>	CHAVEZ ELEMENTARY
<u>108</u>	CAMERON ELEMENTARY
<u>110</u>	COLLINS ELEMENTARY
<u>112</u>	CORONADO ELEMENTARY
<u>115</u>	DOVER ELEMENTARY
<u>116</u>	DOWNER ELEMENTARY
<u>117</u>	ELLERHORST ELEMENTARY
<u>122</u>	HIGHLAND ELEMENTARY
<u>123</u>	FAIRMONT ELEMENTARY
<u>124</u>	FORD ELEMENTARY
<u>125</u>	GRANT ELEMENTARY
<u>126</u>	LUPINE HILLS ELEMENTARY
<u>127</u>	HARDING ELEMENTARY
<u>128</u>	HANNA RANCH ELEMENTARY
<u>130</u>	KENSINGTON ELEMENTARY
<u>132</u>	KING ELEMENTARY
<u>134</u>	LAKE ELEMENTARY
<u>135</u>	LINCOLN ELEMENTARY
<u>137</u>	MADERA ELEMENTARY
<u>139</u>	MIRA VISTA ELEMENTARY
<u>140</u>	MONTALVIN ELEMENTARY
<u>142</u>	MURPHY ELEMENTARY
<u>144</u>	NYSTROM ELEMENTARY
<u>145</u>	OLINDA ELEMENTARY
<u>146</u>	OHLONE ELEMENTARY
<u>147</u>	PERES ELEMENTARY
<u>150</u>	RIVERSIDE ELEMENTARY
<u>154</u>	SHANNON ELEMENTARY
<u>155</u>	SHELDON ELEMENTARY
<u>157</u>	STEGE ELEMENTARY
<u>158</u>	STEWART ELEMENTARY
<u>159</u>	TARA HILLS ELEMENTARY
<u>160</u>	VALLEY VIEW ELEMENTARY
<u>162</u>	VERDE ELEMENTARY
<u>164</u>	WASHINGTON ELEMENTARY
<u>165</u>	WILSON ELEMENTARY
<u>170</u>	ELEMENTARY HOME INSTRUCTION
<u>191</u>	HARBOUR WAY
<u>200</u>	MIDDLE CENTRAL
<u>206</u>	CRESPI MIDDLE
<u>208</u>	DE JEAN MIDDLE
<u>210</u>	HELMS MIDDLE

Location # List  
As of 09/30/2014

<u>211</u>	HERCULES MIDDLE
<u>212</u>	PINOLE MIDDLE
<u>214</u>	FRED T. KOREMATSU MIDDLE
<u>300</u>	HIGH CENTRAL
<u>352</u>	DE ANZA HIGH
<u>354</u>	EL CERRITO HIGH
<u>358</u>	GOMPERS HIGH
<u>360</u>	KENNEDY HIGH
<u>362</u>	PINOLE HIGH SCHOOL
<u>364</u>	RICHMOND HIGH SCHOOL
<u>369</u>	MIDDLE COLLEGE HIGH SCHOOL
<u>370</u>	TRANSITION
<u>373</u>	VISTA HIGH SCHOOL
<u>374</u>	NORTH CAMPUS
<u>376</u>	HERCULES HIGH SCHOOL
<u>381</u>	COMMUNITY DAY
<u>408</u>	ADULT ED -SERRA
<u>410</u>	ADULT ED - ALVARADO
<u>500</u>	STATE PRESCHOOL
<u>512</u>	RICHMOND COLLEGE PREP CHARTER
<u>517</u>	MAKING WAVES
<u>520</u>	MANZANITA
<u>540</u>	AMETHOD CHARTER
<u>556</u>	LEAVE
<u>603</u>	EXECUTIVE ADMINISTRATION
<u>605</u>	INSTRUCTIONAL SERVICES
<u>610</u>	TITLE I HOMELESS
<u>612</u>	MAINTENANCE DISTRICTWIDE
<u>613</u>	GROUNDS DISTRICTWIDE
<u>614</u>	CUSTODIAL DISTRICTWIDE
<u>615</u>	ASSOCIATE SUPERINTENDENT ADMIN
<u>616</u>	M&O CENTRAL
<u>618</u>	COMMUNICATIONS
<u>620</u>	SPECIAL ED INFANT & PRESCHOOL
<u>622</u>	SPECIAL EDUCATION
<u>624</u>	ELD
<u>625</u>	COMMUNITY ENGAGEMENT
<u>626</u>	SECTION 504
<u>630</u>	LIBRARY DISTRICTWIDE
<u>635</u>	STATE AND FEDERAL
<u>637</u>	ASSESSMENT
<u>639</u>	AFTER SCHOOL CENTRAL
<u>640</u>	ED SERVICES ASSISTANT SUPERINT
<u>641</u>	INSTRUCTIONAL TECHNOLOGY CTR
<u>642</u>	SECURITY
<u>643</u>	ED SERVICE ELEM/SEC ASSOC SUPT
<u>644</u>	EX DIR RICHMOND/PINOLE FAM

Location # List  
As of 09/30/2014

<u>645</u>	EX DIR KENNEDY/EL CERRITO FAM
<u>646</u>	EX DIR DE ANZA/HERCULES FAM
<u>647</u>	TRANSITION/SCH TO CAREER/ROP
<u>648</u>	CURRICULUM INSTRUCTION CENTRAL
<u>651</u>	CENTRAL KITCHEN
<u>652</u>	ADMINISTRATION FOOD SERVICE
<u>653</u>	CHILD DEVELOPMENT
<u>655</u>	FACILITY MOVES
<u>659</u>	HEALTH CENTRAL
<u>660</u>	ATHLETICS
<u>661</u>	MUSIC BAND
<u>669</u>	FACILITIES PLANNING ENGINEERNG
<u>677</u>	BUSINESS SERVICES ACCOUNTING
<u>678</u>	BENEFIT ACCOUNTING DEPARTMENT
<u>679</u>	ELEMENTARY PREP
<u>680</u>	HUMAN RESOURCES
<u>683</u>	WAREHOUSE
<u>684</u>	GEN SVC/WHSE/PRINT/INV/EQP REP
<u>686</u>	INFORMATION TECHNOLOGY
<u>687</u>	MUNIS ADMIN TEAM
<u>689</u>	RISK MANAGEMENT
<u>691</u>	SUMMER EXTENDED LEARNING SP ED
<u>692</u>	TRANSFER OFFICE
<u>702</u>	SALESIAN HIGH
<u>703</u>	EL SOBRANTE CHRISTIAN
<u>704</u>	MT OLIVE LUTHERAN
<u>705</u>	ST CORNELIUS
<u>706</u>	ST PAUL SCHOOL
<u>707</u>	ST DAVID SCHOOL
<u>708</u>	ST JEROME SCHOOL
<u>709</u>	ST JOHN SCHOOL
<u>710</u>	ST JOSEPH SCHOOL
<u>713</u>	WESTERN REGION ACADEMY
<u>714</u>	EAST BAY SIERRA SCHOOL
<u>718</u>	CRESTMONT SCHOOL
<u>720</u>	WINDRUSH SCHOOL
<u>722</u>	TEHIYAH DAY SCHOOL
<u>725</u>	CALVARY CHRISTIAN SCHOOL
<u>726</u>	YELLOW BRICK ROAD SCHOOL
<u>727</u>	LA CHIEM ELEMENTARY
<u>730</u>	GUIDING LIGHT SCHOOL
<u>732</u>	GLOBAL CHRISTIAN ACADEMY
<u>733</u>	SHERWOOD FOREST CHRISTIAN
<u>771</u>	INDEPENDENT LEARNING SCHOOL
<u>817</u>	RAP CENTER
<u>818</u>	APE
<u>819</u>	STUDENT WELFARE/ ATTENDANCE

Location # List  
As of 09/30/2014

<u>825</u>	MAINTENANCE/OPERATIONS
<u>831</u>	ELECTRONICS
<u>833</u>	GARDENING
<u>835</u>	OPERATIONS
<u>839</u>	VEHICLE GARAGE
<u>845</u>	ELD OFFICE
<u>846</u>	FAMILIES IN TRANSITION
<u>847</u>	CATEGORICAL AND INSTRUCTION
<u>848</u>	AFTER SCHOOL PROGRAMS
<u>850</u>	PUPIL SERVICE CENTER
<u>851</u>	PAR DEPARTMENT
<u>852</u>	LEARNING SUPPORT SERVICES
<u>853</u>	INDEPENDENT HOME STUDY
<u>854</u>	BTSA
<u>856</u>	MUSIC
<u>857</u>	SPECIAL EDUCATION
<u>858</u>	STEP CENTER
<u>860</u>	FURNITURE WAREHOUSE
<u>861</u>	SCHOOL TO COLLEGE AND CAREER
<u>862</u>	STORES WAREHOUSE
<u>872</u>	STAFF DEVELOPMENT-VISTA HILLS
<u>876</u>	NUTRITION CENTER
<u>878</u>	COMPREHENSIVE SCHOOL HEALTH
<u>880</u>	ELEMENTARY LIBRARY CENTER
<u>892</u>	OFFICE MACHINE REPAIR
<u>901</u>	SUPERINTENDENT
<u>902</u>	EXECUTIVE DIRECTOR PHS & RHS
<u>903</u>	EXECUTIVE DIRECTOR HHS & DHS
<u>904</u>	EXECUTIVE DIRECTOR EHS & KHS
<u>905</u>	ASSOCIATE SUPERINTENDENT K12
<u>909</u>	OPERATIONAL SUPPORT SERVICES
<u>910</u>	SENIOR DIRECTOR BOND FINANCE
<u>919</u>	ASSOC SUPT EDUCATIONAL SVCS
<u>921</u>	BUSINESS SERVICES
<u>931</u>	ACCOUNTS PAYABLE/BUSINESS SERV
<u>932</u>	ACCOUNTS PAYABLE/BUSINESS SERV
<u>934</u>	CENTRAL COPY DEPARTMENT
<u>936</u>	BUSINESS SERVICES BUDGET DEPAR
<u>938</u>	DO NOT USE FOR COMM ENGAGEMENT
<u>944</u>	FACILITIES PLANNING AND CONSTR
<u>950</u>	BOARD MEMBER
<u>957</u>	INFORMATION TECHNOLOGY-TEMP
<u>960</u>	PAYROLL
<u>971</u>	HUMAN RESOURCES-SUPPORT
<u>989</u>	PURCHASING
<u>993</u>	BUSINESS SERVICES
<u>BRD</u>	BOARD MEMBER

Location # List  
As of 09/30/2014

LOCX	ADD PER MUNIS
------	---------------

HOURS CONVERTED TO FTE CHART

<b>7.50 HOUR POSITION</b>	
<b>HOURS</b>	<b>FTE</b>
7.50	1.00
7.25	0.97
7.00	0.93
6.75	0.90
6.50	0.87
6.25	0.83
6.00	0.80
5.75	0.77
5.50	0.73
5.25	0.70
5.00	0.67
4.75	0.63
4.50	0.60
4.25	0.57
4.00	0.53
3.75	0.50
3.50	0.47
3.25	0.43
3.00	0.40
2.75	0.37
2.50	0.33
2.25	0.30
2.00	0.27
1.75	0.23
1.50	0.20
1.25	0.17
1.00	0.13
0.75	0.10
0.50	0.07
0.25	0.03

<b>6.0 HOUR POSITION</b>	
<b>HOURS</b>	<b>FTE</b>
6.00	1.00
5.75	0.96
5.50	0.92
5.25	0.88
5.00	0.83
4.75	0.79
4.50	0.75
4.25	0.71
4.00	0.67
3.75	0.63
3.50	0.58
3.25	0.54
3.00	0.50
2.75	0.46
2.50	0.42
2.25	0.38
2.00	0.33
1.75	0.29
1.50	0.25
1.25	0.21
1.00	0.17
0.75	0.13
0.50	0.08
0.25	0.04

Resource Responsibility Chart  
05/01/2014

Fund	Resource	Grant Description	Fiscal Oversight (Manager)	Fiscal Oversight (Technical)	Program Oversight (Manager)	Program Oversight (Technical)	Verified
01	3010	Title I	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Lyn Potter	
01	3015	Title I Capital Expense	Daniela Parasidis	Kathy Davis	Lyn Potter	Cheryl Broomall	
01	3180	SIG - Helms	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Lyn Potter	
01	3181	SIG - ARRA	Daniela Parasidis	Kathy Davis / CLOSED	Nia Raschidchi	Lyn Potter	
01	3310	SpEd IDEA	Germaine Quitter	Seung Ja Cha	Steve Collins	Maggie Huong	
01	3315	SpEd IDEA Pre-K	Germaine Quitter	Seung Ja Cha	Darlene Almeida	Megan Gorrell	
01	3320	SpEd IDEA Pre-K	Germaine Quitter	Seung Ja Cha	Barbara Kitagawa	Megan Gorrell	
01	3327	Mental Health Services	Germaine Quitter	Seung Ja Cha	Steve Collins	Maggie Huong	
01	3345	SpEd Pre-K Staff Develop	Germaine Quitter	Seung Ja Cha	Darlene Almeida	Megan Gorrell	
01	3385	SpEd IDEA Early Intervention	Germaine Quitter	Seung Ja Cha	Darlene Almeida	Megan Gorrell	
01	3386	SpEd IDEA Focused Monitoring	Germaine Quitter	Seung Ja Cha	Steve Collins	Maggie Huong	
01	3395	SpEd Alternative Dispute	Germaine Quitter	Seung Ja Cha	Steve Collins	Maggie Huong	
01	3412	Dept of Rehab-Transition	Germaine Quitter	Cynthia Shelby	Ken Talken	Marcia Weiss	
01	3550	Carl Perkins-CTE	Regina Webber	Carmel Aguilar	Cecilia Mendoza	Delmy Cornejo	
01	3725	Safe and Supportive Schools Program	Daniela Parasidis	Kathy Davis	Julio Franco	HS Principals	
01	4035	Title II	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Lyn Potter	
01	4036	Title II Training Prgm	Daniela Parasidis	Kathy Davis / CLOSED	Nia Raschidchi	Nia Raschidchi	
01	4045	Title II Technology	Daniela Parasidis	Kathy Davis / CLOSED	Nia Raschidchi	?	
01	4050	Math and Science Partnership	Daniela Parasidis	Jenny Le	Nea Raschidchi	Drew Kravin/Phil Gonzalves	
01	4124	21st Century-Stage/Washington/Central	Regina Webber	Carmel Aguilar	Liz Torio	Katharine Sullivan	
01	4201	Title III Imminent Ed Prog	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Liz Torio	
01	4203	Title III EL	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Liz Torio	
01	5630	McKinney Vento-Homeless	Daniela Parasidis	Jenny Le	Wendell Greer	Julie Luera	
01	5640	Medi-cal Billing	Germaine Quitter	Seung Ja Cha	Steve Collins	Maggie Huong	
01	5816	Learning Without Borders (GS)	Daniela Parasidis	Kathy Davis	Wendell Greer	Wendell Greer	
01	5835	Teaching American History	Daniela Parasidis	Kathy Davis	Wendell Greer	Katie Vonhusen	
01	5836	Readiness & Emergency Mgmt	Germaine Quitter	Kathy Davis / CLOSED	Liz Torio	Rhonda Haney	ended/remove?
01	5840	CA Promise	Germaine Quitter	Cynthia Shelby	Luis Freese	Marcia Weiss	
01	6010	Healthy Start-AFTER SCHOOL (ASES)	Regina Webber	Carmel Aguilar	Ken Talken	Katharine Sullivan	
01	6240	Healthy Start Operational	Daniela Parasidis	Kathy Davis / CLOSED	Liz Torio	Ford Principal-B Penny-James	
01	6286	ELAP	Daniela Parasidis	Kathy Davis / CLOSED	Lyn Potter	?	
01	6300	Restricted Lottery	Germaine Quitter	Germaine Quitter	Shert Gamba	Germaine Quitter	
01	6378	Calif:Health Science Capacity Building	Daniela Parasidis	Carmel Aguilar	Linda Delgado	Linda Delgado	
01	6381	AB 790-Linked Learning Pilot	Daniela Parasidis	Billy Beltran	Cecilia Mendoza	Delmy Cornejo	
01	6385	CA Partnership Academy	Regina Webber	Carmel Aguilar	Cecilia Mendoza	Delmy Cornejo	
01	6386	Green CPA	Regina Webber	Carmel Aguilar	Cecilia Mendoza	Delmy Cornejo	
01	6500	Special Education	Germaine Quitter	Seung Ja Cha / CLOSED	Steve Collins	Maggie Huong	
01	6512	SpEd Mental Health Services	Germaine Quitter	Seung Ja Cha / CLOSED	Steve Collins	Maggie Huong	
01	6515	SpEd Infant Discretionary	Germaine Quitter	Seung Ja Cha / CLOSED	Darlene Almeida	Megan Gorrell	
01	6520	Workability	Regina Webber	Carmel Aguilar	Ken Talken	Marcia Weiss	
01	6530	Low Incidence Specialized Svs	Germaine Quitter	Seung Ja Cha / CLOSED	Darlene Almeida	Megan Gorrell	
01	6535	Personnel Develop for SELPA	Germaine Quitter	Seung Ja Cha / CLOSED	Steve Collins	Maggie Huong	
01	7090	EIA-SCE	Daniela Parasidis	Kathy Davis / CLOSED	Nia Raschidchi	Lyn Potter	
01	7091	EIA-LEP	Daniela Parasidis	Kathy Davis / CLOSED	Nia Raschidchi	Lyn Potter	
01	7220	Partnership Academy	Regina Webber	Carmel Aguilar	Cecilia Mendoza	Lyn Potter	
01	7230	Home-School Transportation	Germaine Quitter	Seung Ja Cha	Steve Collins	Delmy Cornejo	
01	7240	SpEd Transportation	Germaine Quitter	Seung Ja Cha	Steve Collins	Maggie Huong	
01	7391	School Safety Consol	Daniela Parasidis	Kathy Davis / CLOSED	Jen Rader	Jen Rader	
01	7400	QEIA	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Lyn Potter	
01	7405	Common Core	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Nia Raschidchi	
01	8150	Ongoing RRM	Martin Coyne	Lina Sotico	Luis Freese	Rosa Luera	
01	9011	Project Read	Daniela Parasidis	Billy Beltran	Liz Torio	Katie Vonhusen	
01	9030	Ed Tech K-12 Voucher	Germaine Quitter	Seung Ja Cha	Mary Phillips	Chris Ramos	
01	9111	Special Account #1	Germaine Quitter	Cathleen Hill	Principals	School Secretaries	
01	9112	Special Account #2	Germaine Quitter	Cathleen Hill	Principals	School Secretaries	
01	9116	Abatement Account	Germaine Quitter	Seung Ja Cha	Principals	School Secretaries	



Fund	Resource	Grant Description	Fiscal Oversight (Manager)	Fiscal Oversight (Technical)	Program Oversight (Manager)	Program Oversight (Technical)	Verified
01	9120	Governors Reading Award	Germaine Quiter	Seung Ja Cha / CLOSED	Principals	School Secretaries	
01	9127	98-99 Site Block Grant	Germaine Quiter	Seung Ja Cha	Principals	School Secretaries	
01	9128	00-01 Site Block Grant	Germaine Quiter	Seung Ja Cha	Principals	School Secretaries	
01	9129	Governor's Performance Awards	Germaine Quiter	Seung Ja Cha	Principals	School Secretaries	
01	9130	Site/Staff Performance Awards	Germaine Quiter	Seung Ja Cha	Principals	School Secretaries	
01	9132	Disaster Prep/Shared	Germaine Quiter	Seung Ja Cha	Principals	School Secretaries	
01	9133	Medi-Cal Admin Activities	Germaine Quiter	Seung Ja Cha	Steve Collins	Maggie Huong	
01	9134	Oral Health Assessment	Germaine Quiter	Seung Ja Cha	Steve Collins	Maggie Huong	
01	9190	Parcel Tax	Germaine Quiter	Seung Ja Cha	Sheri Gamba/Wendell Greer	Germaine Quiter	
01	9200	MIRAD	Martin Coyne	Dennis Clay	Sheri Gamba/Bill Fay	Luis Freese	
01	9405	School Safety	Germaine Quiter	Seung Ja Cha	Wendell Greer	Rosa Cornejo	
01	9513	ROC/P	Germaine Quiter	Cathleen Hill	Cecilia Mendoza	Delmy Cornejo	
01	9531	Chevron - Welding	Daniela Parasidis	Jenny Le	Wendell Greer	Cecilia Mendoza	
01	9531	Chevron - Project Lead the Way	Daniela Parasidis	Jenny Le	Wendell Greer	Cecilia Mendoza	
01	9531	Chevron-Strategic Plan	Daniela Parasidis	Jenny Le	Dr. Harter	Debbie Haynie	
01	9531	Chevron-West County Bridge to College	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9531	Chevron - Linked Learning	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9531	Chevron - STEM Math PD	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9531	Chevron - STEM Centers	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9531	Chevron-Middle School Math & Science	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9531	Chevron - Science Initiative	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9550	UCB Hewlett/Johnson Lighthouse	Daniela Parasidis	Carmel Aguilar	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9569	UCB Improv College Awareness	Daniela Parasidis	Carmel Aguilar	Michael Aaronian	Ken Talken	
01	9576	Leap Frog Donation	Germaine Quiter	Seung Ja Cha / CLOSED	Principals	School Secretaries	
01	9576	AT&T Foundation Grant	Daniela Parasidis	Carmel Aguilar	Principals	School Secretaries	
01	9588	The Ed Fund Donations	Daniela Parasidis	Kathy Davis / CLOSED	Site Principals	Site Principal	
01	9590	West County Safe Trans MSR J	Daniela Parasidis	Jenny Le	Marin Trujillo	Marin Trujillo	
01	9591	MCHS Early College Grant	Daniela Parasidis	Jenny Le / CLOSED	Middle College Principal		
01	9593	Linked Learning/Connect Ed	Daniela Parasidis	Billy Beltran	Wendell Greer	Cecilia Mendoza	
01	9594	Quest Foundation	Daniela Parasidis	Jenny Le	Site Principals	Site Principal	
01	9595	Irene Scully Family Foundation	Daniela Parasidis	Jenny Le	Nia Raschidchi	Site Principal	
01	9597	School Restructuring	Germaine Quiter	Germaine Quiter	Nia Raschidchi	Sheri Gamba	
01	9599	Misc Donations	Germaine Quiter	Seung Ja Cha	Principals/Dept.Heads	School Secretaries	
01	9607	Alliance for Healthier Generation	Daniela Parasidis	Jenny Le	Wendell Greer	Cecilia Mendoza	
01	9610	Mt Diablo USD ASES	Regina Webber	Carmel Aguilar / CLOSED	Kathy Sullivan	Liz Torio	
01	9613	City of Richmond Industrial Arts	Daniela Parasidis	Jenny Le	Wendell Greer	Cecilia Mendoza	
01	9614	STAR Grant	Daniela Parasidis	Kathy Davis / CLOSED	Site Principal	Site Principal	
01	9615	Early Intervention for School Success	Daniela Parasidis	Kathy Davis / CLOSED	Site Principal	Site Principal	
01	9616	CA Emerging Tech Fund	Daniela Parasidis	Kathy Davis	Marin Trujillo	Marin Trujillo	
01	9617	Action for Healthy Kids	Daniela Parasidis	Jenny Le / CLOSED	Barbara Jellison	Kennedy Principal	
01	9618	Kaiser Community Benefit Program	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Katie Vonhusen	
01	9620	YMCA James Morehouse Project	Germaine Quiter	Seung Ja Cha	Wendell Greer	Katie Vonhusen	
01	9621	NPS Rosie the Riveter	Germaine Quiter	Kathy Davis	Lyn Potter	Nia Raschidchi	
01	9622	The Laura Bush Foundation	Daniela Parasidis	Kathy Davis	Site Principals	Site Librarian	
01	9624	Gateway to College	Daniela Parasidis	Billy Beltran	Wendell Greer	Wendell Greer	
01	9626	Gear UP	Daniela Parasidis	Billy Beltran	Principal-D Gutierrez	Suzanne Lafeyvre	
01	9630	Math Professional Development	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9635	Chevron CMCI 2011-12	Daniela Parasidis	Kathy Davis / CLOSED	Nia Raschidchi	Nia Raschidchi	
01	9636	Chevron CWAI 2012-13	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9637	FAB Foundation	Daniela Parasidis	Jenny Le	Nia Raschidchi	Drew Kravin/Phil Gonzalves	
01	9638	ACOE IMSS	Daniela Parasidis	Jenny Le	Liz Torio	Katie Vonhusen	
01	9640	Target-Literacy & Libraries	Daniela Parasidis	Kathy Davis / CLOSED	Nia Raschidchi	Nia Raschidchi	
01	9650	Munis Enterprise Proj	Germaine Quiter	Seung Ja Cha	Sheri Gamba	Sheri Gamba	
01	9660	Portola Science Trust	Daniela Parasidis	Billy Beltran	Site Principal	Site Principal	
01	9668	TUPE	Daniela Parasidis	Billy Beltran	Wendell Greer	Tashaka Merriweather	
01	9670	Local Control Funding Formula	Daniela Parasidis	Kathy Davis	Nia Raschidchi	Lyn Potter	

Resource Responsibility Chart  
05/01/2014

Fund	Resource	Grant Description	Fiscal Oversight (Manager)	Fiscal Oversight (Technical)	Program Oversight (Manager)	Program Oversight (Technical)	Verified
01	9675	Nutrition Network Grant	Daniela Parasidis	Billy Beltran	Linda Delgado	Tony Ramirez	
01	9904	Libraries & Books	Germaine Quiter	Seung Ja Cha	Principals	School Secretaries	
01	9907	Ivy League Connection	Germaine Quiter	Seung Ja Cha	Dr. Harter	Debbie Haynie	
01	9908	Microsoft Gov't Settlement	Germaine Quiter	Seung Ja Cha	Joe Abrego	Laurie Roberts	
01	9915	Carpenters Union Scholarship	Germaine Quiter	Seung Ja Cha	Wendell Greer	Wendell Greer	
01	9931	School Based Mental Health	Germaine Quiter	Seung Ja Cha	Wendell Greer	Rhonda Haney	
11	0000	Adult Ed Unrestricted	Regina Webber	Billy Beltran	Pam Blake	Valerie Garrett	
11	3555	Voc Ed-Carl Perkins	Regina Webber	Billy Beltran	Pam Blake	Connie Pekedis	
11	3905	Adult Ed ABE-ESL	Regina Webber	Billy Beltran	Pam Blake	Connie Pekedis	
11	3913	Adult Ed-ASE/GED	Regina Webber	Billy Beltran	Pam Blake	Connie Pekedis	
11	3926	EL Civics: City Prep, Civic Ptn	Regina Webber	Billy Beltran	Pam Blake	Valerie Garrett	
11	9116	Donation Account	Regina Webber	Billy Beltran	Pam Blake	Valerie Garrett	
11	9116	Abatement Account	Regina Webber	Billy Beltran	Pam Blake	Valerie Garrett	
11	9561	Principal Discretionary	Regina Webber	Billy Beltran	Pam Blake	Valerie Garrett	
11	9599	Misc Donations	Regina Webber	Billy Beltran	Pam Blake	Valerie Garrett	
11	9623	Richmond Community Foundation	Regina Webber	Billy Beltran	Pam Blake	Valerie Garrett	
11	9625	CalWorks	Regina Webber	Billy Beltran	Pam Blake	Connie Pekedis	
11	9627	Mt. Diablo One-Stop Cohort	Daniela Parasidis	Billy Beltran	Haidee Foust	Connie Pekedis	
12	0060	State Prek Fees	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	0065	State Prek Family Fees	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	3010	Title I	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	6105	Child Development-Pre-K	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	6130	Child Development A/C Center	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	9111	Special Account #1	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	9509	Parent Center-E	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	9580	First 5	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	9599	Misc. Donations	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
12	9609	Head Start Program Enhancement	Regina Webber	Carmel Aguilar	Janice Thompson	Demi Branch	
13	5310	Child Nutrition: School Program	Regina Webber	Tomas Goco	Barbara Jellison	Megan Falk	
13	5330	Child Nutrition: Summer Program	Regina Webber	Tomas Goco	Barbara Jellison	Megan Falk	
13	9010	Child Nutrition: Other Local	Regina Webber	Tomas Goco	Barbara Jellison	Megan Falk	
14		Deferred Maintenance	Martin Coyne	Dennis Clay	Louis Freese	Joe Mayes	
17		Special Reserve Fund (non capital)	Germaine Quiter	Seung Ja Cha	Sheri Gamba	Germaine Quiter	
21	9010	Building Fund (Bond Construction)	Martin Coyne	Jillian Bradford	Magdy Abdalla	Keith Hotslander	
25		Capital Facilities Fund (Developer Fees)	Martin Coyne	Jillian Bradford	Magdy Abdalla	Keith Hotslander	
35	7710	County Schools Facility Fund (State Facility)	Martin Coyne	Jillian Bradford	Magdy Abdalla	Keith Hotslander	
40	5810	Special Reserve Fund (Capital Projects)	Martin Coyne	Jillian Bradford	Magdy Abdalla	Keith Hotslander	
51		Bond Interest & Redemption Fund	Martin Coyne	Jillian Bradford	Sheri Gamba	Martin Coyne	
52		Debt Service Fund- Blended Component	Martin Coyne	Jillian Bradford	Sheri Gamba	Martin Coyne	
56		Debt Service Fund - Long Term Debt	Martin Coyne	Jillian Bradford	Sheri Gamba	Martin Coyne	
67		Self Insurance Fund	Daniela Parasidis	Daniela Parasidis	Martin Coyne	Staci Parish	
71		Retiree Benefit Fund	Daniela Parasidis	Mehdi Rizvi	Sheri Gamba	Sheri Gamba	

Resource Responsibility Chart  
05/01/2014

Fund	Resource	Grant Description	Fiscal Oversight (Manager)	Fiscal Oversight (Technical)	Program Oversight (Manager)	Program Oversight (Technical)	Verified
76		Warrant Pass Through Fund	Daniela Parasidis	Mehdi Rizvi	N/A	N/A	
		Propose to be under Germaine Quiter					
		Propose to be moved under one person					

# **Scenario #1 New Position/New Job Class**



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
**PERSONNEL REQUISITION**  
 2014 - 2015

SAMPLE #1

Step 1 – Work with **HR** for position information and to verify action is in accordance with ed. code and BUs  
 Step 2 – If **categorical** coordinate with **Ed Services/SpEd**  
 Step 3 – Work with **Fiscal** to obtain an estimate of the cost and verify that necessary funding is available  
 (refer to Resource Responsibility list)

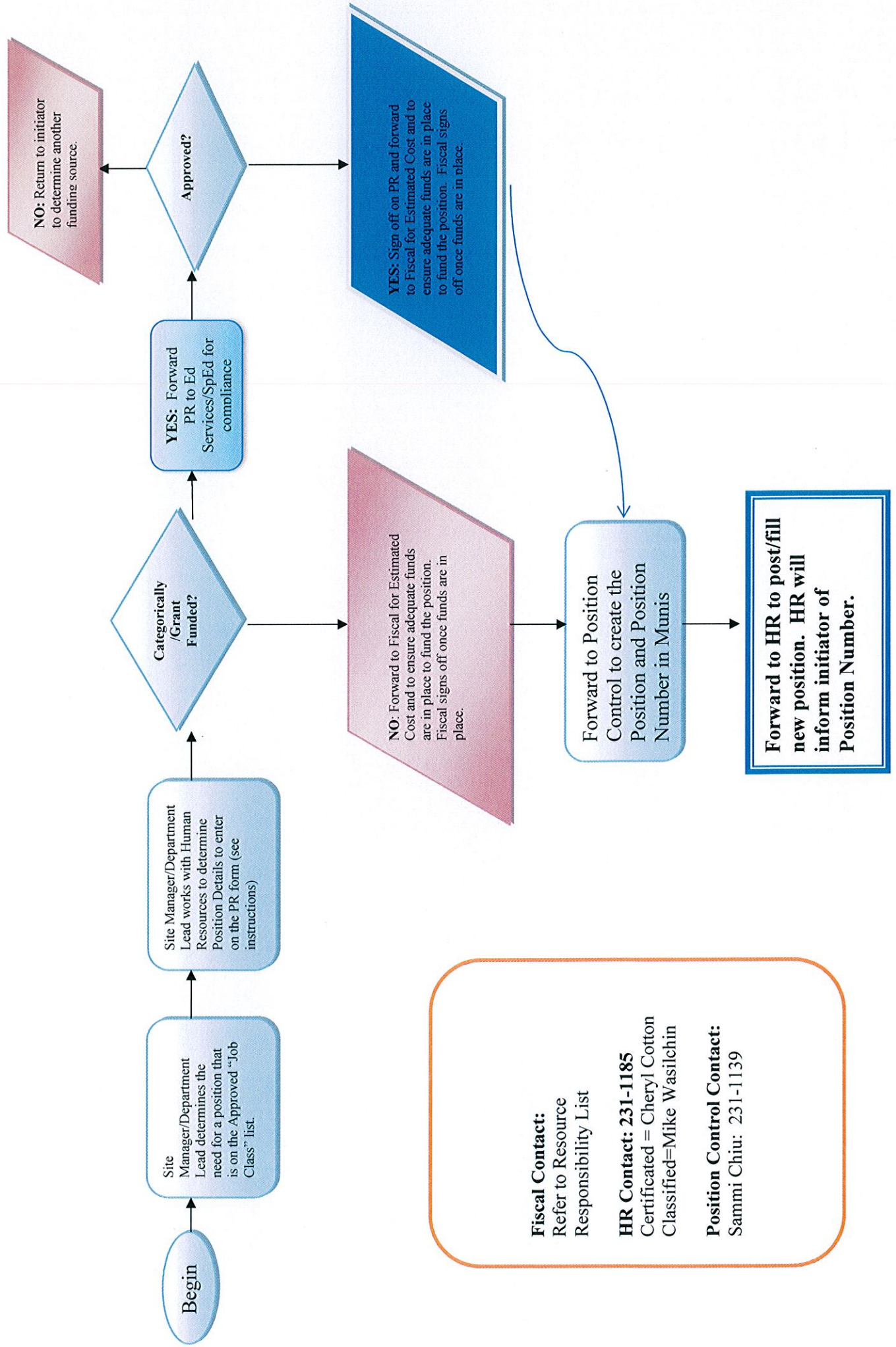
Step 4 – Gather necessary **Approvals**  
 Step 5 – Route to **Budget** for Position Number  
 Step 6 – Route to **HR** for necessary HR actions

**DATE: 09/30/2014**

<b>A</b>	<input checked="" type="checkbox"/> <b>NEW POSITION</b> <input type="checkbox"/> <b>EXISTING POSITION</b>																											
<b>B</b>	<b>REQUESTED ACTION</b> <input checked="" type="checkbox"/> <b>New Position/New Job Class</b> <input type="checkbox"/> Additional Position (existing job class) <input type="checkbox"/> On-Demand (short-term) position <input type="checkbox"/> Eliminate Position # <input type="checkbox"/> Change in Funding (% / FTE / others) <input type="checkbox"/> Vacant - Replacing _____ <input type="checkbox"/> Professional Development (1 time) <input type="checkbox"/> Professional Development (on-going) <input type="checkbox"/> Stipend <input type="checkbox"/> Extra Pay (Different funding) <input type="checkbox"/> Extra Pay (CERTIFICATED) <input type="checkbox"/> Sub Release																											
<b>C</b>	<b>POSITION DETAIL</b> <input type="checkbox"/> Certificated (EXTRA PAY-Hourly: <input type="checkbox"/> Per Diem: <input type="checkbox"/> ) OR <input checked="" type="checkbox"/> <b>Classified</b> Effective Date: <b>07/01/2014</b> Position #: <b>N/A</b> Employee Name: <b>Vacant</b> Salary Schedule: <b>10</b> Number of months: <b>11</b> Job Title: <b>Lower Division Tutor</b> Employee ID: <b>Vacant</b> Range: <b>35</b> Number of hours per day: <b>4</b> Job Title #: <b>2650</b> Supervisor Name: <b>John Smith</b> Hourly Rate: <b>\$12.89</b> Number of days per year: <b>208</b> Location: <b>Bayview</b> Supervisor ID: <b>789101</b> Calendar: _____ Location #: <b>104</b> Shift: Start Time: <b>8:30am</b> End Time: <b>1pm</b> Estimated Duration for Short Term Job: From: _____ To: _____ Estimated Cost: <b>\$24,632</b> Job Requirements/Per Diem Justification: _____																											
<b>D</b>	<b>REQUESTED BY: John Smith</b> Title: <b>Bayview Principal</b> Phone: <b>510-231-1000</b> COMMENTS/PD Description: <b>Board Approved position on 9/17/14. Create position at Bayview.</b> Signature: _____																											
<b>E</b>	<b>FUNDING SOURCE</b> <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> <b>Other</b> Name of Fund Administrator: <b>Sheri Gamba</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">FTE</th> <th style="text-align: left;">GL ACCOUNT CODE</th> <th style="text-align: center;">FISCAL APPROVAL</th> <th style="text-align: center;">ALLOCATION</th> <th style="text-align: center;">POSITION #</th> </tr> </thead> <tbody> <tr> <td>1) <b>0.53</b></td> <td><b>01-0670-2110-104-1110-1000-700099-0-1280</b></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #	1) <b>0.53</b>	<b>01-0670-2110-104-1110-1000-700099-0-1280</b>	_____	_____	_____	2)		_____	_____	_____	3)		_____	_____	_____	4)		_____	_____	_____	<b>POSITION CONTROL USE ONLY</b>	
FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #																								
1) <b>0.53</b>	<b>01-0670-2110-104-1110-1000-700099-0-1280</b>	_____	_____	_____																								
2)		_____	_____	_____																								
3)		_____	_____	_____																								
4)		_____	_____	_____																								
<b>F</b>	<b>ADMINISTRATIVE APPROVAL (as required)</b> Obtain all required signatures and FORWARD to Budget/Human Resources Human Resources:    By: _____                      Date: _____ Fiscal:                      By: _____                      Date: _____ Dept/Program Director:    By: _____                      Date: _____ Cabinet (if required):    By: _____                      Date: _____																											
<b>G</b>	<b>HR USE ONLY</b> Received by: _____ Date: _____                      Board Approval Date: _____ (if applicable) Comments: _____ New Job Class Number: _____                      Job Salary Screen: _____ Notify Administrator: _____                      Assigned Sub Job #: _____                      PR#: _____																											

**Scenario #2 Additional Position For Existing  
Job Class**

## #2 Creating a New Position for an Existing Job Classification (Job Title)-Revised 09/28/14





WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
**PERSONNEL REQUISITION**  
 2014 - 2015

SAMPLE #2

Step 1 – Work with HR for position information and to verify action is in accordance with ed. code and BUs  
 Step 2 – If **categorical** coordinate with **Ed Services/SpEd**  
 Step 3 – Work with **Fiscal** to obtain an estimate of the cost and verify that necessary funding is available  
 (refer to Resource Responsibility list)

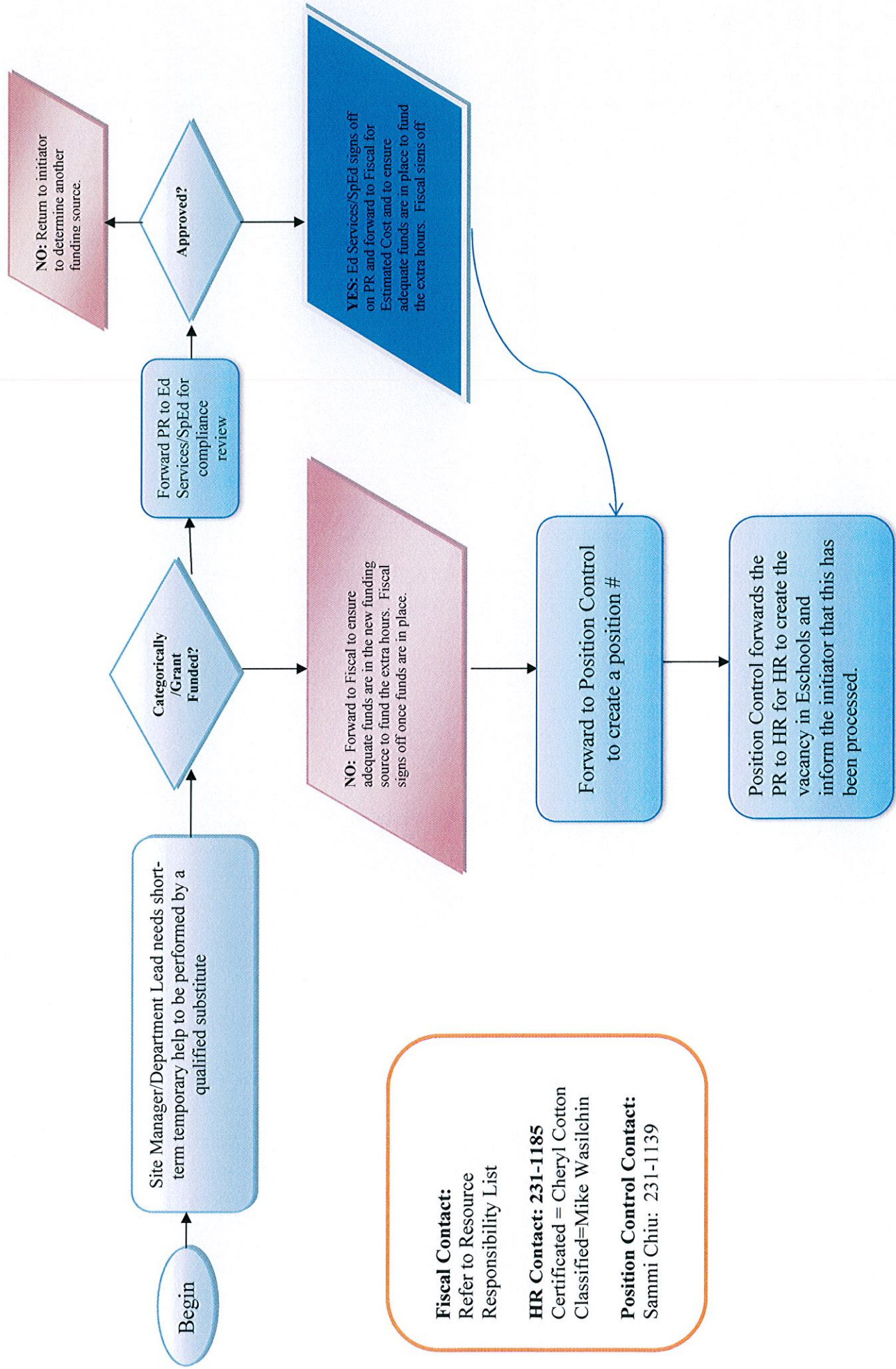
Step 4 – Gather necessary **Approvals**  
 Step 5 – Route to **Budget** for Position Number  
 Step 6 – Route to **HR** for necessary HR actions

DATE: 09/30/2014

<b>A</b>	<input checked="" type="checkbox"/> <b>NEW POSITION</b> <span style="margin-left: 200px;"><input type="checkbox"/> EXISTING POSITION</span>																												
<b>B</b>	<b>REQUESTED ACTION</b> <input type="checkbox"/> New Position/New Job Class <input checked="" type="checkbox"/> <b>Additional Position (existing job class)</b> <input type="checkbox"/> On-Demand (short-term) position <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Eliminate Position #  <input type="checkbox"/> Change in Funding (% / FTE /others)  <input type="checkbox"/> Vacant - Replacing _____  <input type="checkbox"/> Professional Development (1 time)  <input type="checkbox"/> Professional Development (on-going)                             </div> <div> <input type="checkbox"/> Stipend  <input type="checkbox"/> Extra Pay (Different funding)  <input type="checkbox"/> Extra Pay (CERTIFICATED)  <input type="checkbox"/> Sub Release                             </div> </div>																												
<b>C</b>	<b>POSITION DETAIL</b> <input checked="" type="checkbox"/> <b>Certificated</b> (EXTRA PAY-Hourly: <input type="checkbox"/> Per Diem: <input type="checkbox"/> ) OR <input type="checkbox"/> Classified <span style="float: right;">Effective Date: 07/01/2014</span> Position #: N/A <span style="margin-left: 100px;">Employee Name: <b>Vacant</b></span> <span style="margin-left: 100px;">Salary Schedule: SCH 08</span> <span style="float: right;">Number of months: <b>11</b></span> Job Title: Librarian <span style="margin-left: 100px;">Employee ID: <b>Vacant</b></span> <span style="margin-left: 100px;">Range: N/A</span> <span style="float: right;">Number of hours per day: <b>6</b></span> Job Title #: <b>1450</b> <span style="margin-left: 100px;">Supervisor Name: <b>John Smith</b></span> <span style="margin-left: 100px;">Hourly Rate: \$31</span> <span style="float: right;">Number of days per year: <b>184</b></span> Location: <b>Chavez</b> <span style="margin-left: 100px;">Supervisor ID: <b>789101</b></span> <span style="margin-left: 100px;">Calendar:</span> Location #: 105 <span style="margin-left: 100px;">Shift: Start Time: 8:30am End Time: 3pm</span> Estimated Duration for Short Term Job: From: _____ To: _____ Estimated Cost: <b>\$84,170</b> Job Requirements/Per Diem Justification/PD Description: _____																												
<b>D</b>	<b>REQUESTED BY: John Smith</b> <span style="margin-left: 100px;">Title: <b>Chavez Principal</b></span> <span style="float: right;">Phone: 510-231-1000</span> COMMENTS: <span style="float: right; border: 1px solid black; padding: 2px;">Signature</span> SSC determined we need an additional Librarian to be paid from Title I funds.																												
<b>E</b>	<b>FUNDING SOURCE</b> <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> Other Name of Fund Administrator: Sheri Gamba <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">FTE</th> <th style="text-align: left;">GL ACCOUNT CODE</th> <th style="text-align: left;">FISCAL APPROVAL</th> <th style="text-align: left;">ALLOCATION</th> <th style="text-align: left;">POSITION #</th> </tr> </thead> <tbody> <tr> <td>1) <b>1.00</b></td> <td><b>01-3010-1210-105-1110-2420-300114-0-0000</b></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #	1) <b>1.00</b>	<b>01-3010-1210-105-1110-2420-300114-0-0000</b>	_____	_____	_____	2)		_____	_____	_____	3)		_____	_____	_____	4)		_____	_____	_____	<b>POSITION CONTROL USE ONLY</b>		
FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #																									
1) <b>1.00</b>	<b>01-3010-1210-105-1110-2420-300114-0-0000</b>	_____	_____	_____																									
2)		_____	_____	_____																									
3)		_____	_____	_____																									
4)		_____	_____	_____																									
<b>F</b>	<b>ADMINISTRATIVE APPROVAL (as required)</b> <span style="color: red;">Obtain all required signatures and FORWARD to Budget/Human Resources</span> Human Resources: By: _____ Date: _____ Fiscal: By: _____ Date: _____ Dept/Program Director: By: _____ Date: _____ Cabinet (if required): By: _____ Date: _____																												
<b>G</b>	<b>HR USE ONLY</b> Received by: _____ Date: _____ Board Approval Date: _____ (if applicable) Comments: _____ New Job Class Number: _____ Job Salary Screen: _____ Notify Administrator: _____ Assigned Sub Job #: _____ PR#: _____																												

# **Scenario #3 On Demand Filled By a Substitute**

# #3 Requesting an "ON DEMAND" Position To Be Filled By a Substitute-Revised 09/28/14



**Fiscal Contact:**  
Refer to Resource Responsibility List

**HR Contact: 231-1185**  
Certificated = Cheryl Cotton  
Classified=Mike Wasilchin

**Position Control Contact:**  
Sammi Chiu: 231-1139

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
PERSONNEL REQUISITION  
2014 - 2015

SAMPLE #3

Step 1 – Work with HR for position information and to verify action is in accordance with ed. code and BUS  
Step 2 – If **categorical** coordinate with **Ed Services/SpEd**  
Step 3 – Work with **Fiscal** to obtain an estimate of the cost and verify that necessary funding is available  
(refer to Resource Responsibility list)

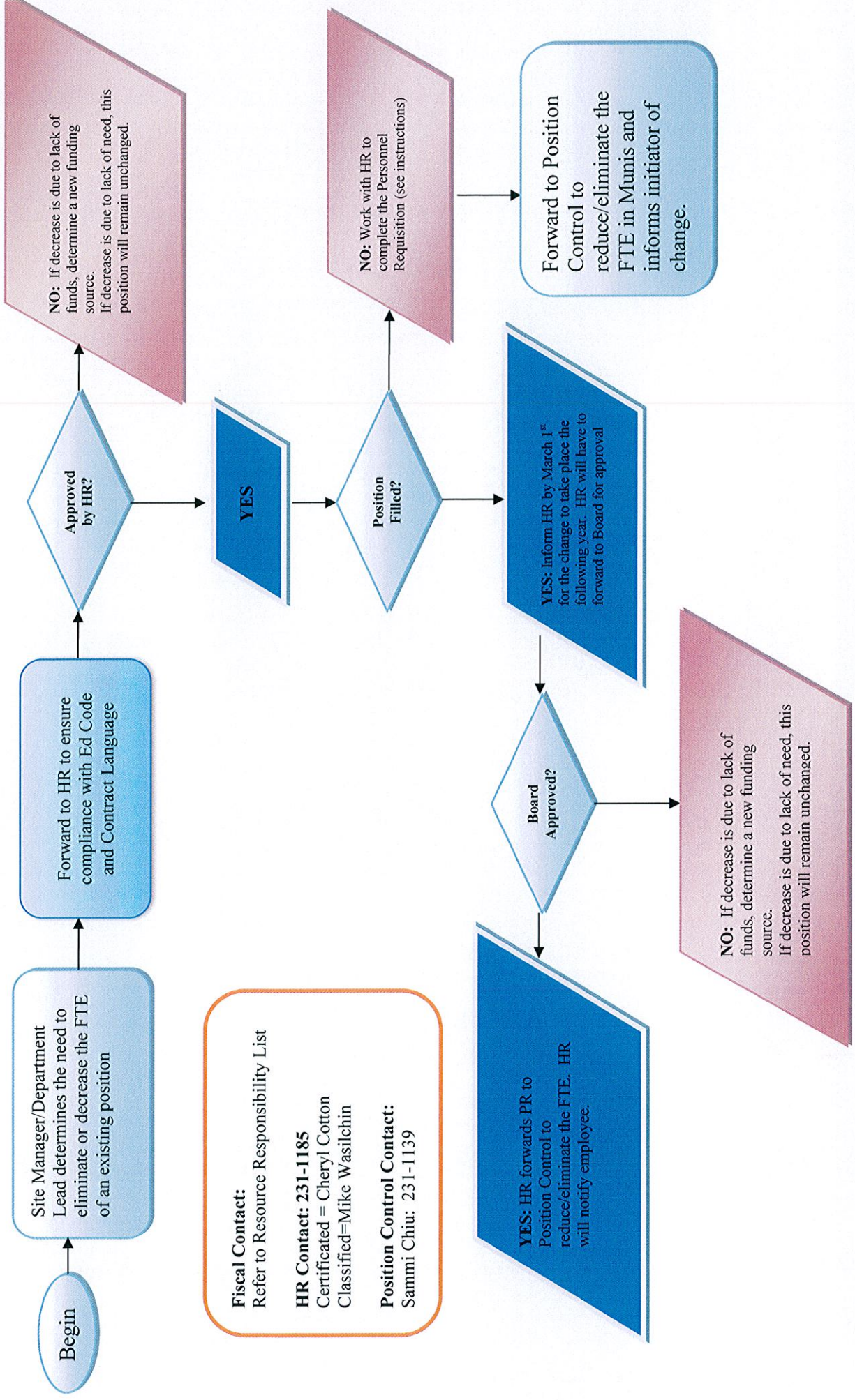
Step 4 – Gather necessary **Approvals**  
Step 5 – Route to **Budget** for Position Number  
Step 6 – Route to HR for necessary HR actions

DATE: 09/24/14

<b>A</b>	<input type="checkbox"/> NEW POSITION <span style="margin-left: 150px;"><input checked="" type="checkbox"/> EXISTING POSITION</span>																												
<b>B</b>	<b>REQUESTED ACTION</b> <input type="checkbox"/> New Position/New Job Class <input type="checkbox"/> Additional Position (existing job class) <input checked="" type="checkbox"/> On-Demand (short-term) position	<input type="checkbox"/> Eliminate Position # <input type="checkbox"/> Change in Funding (% / FTE /others) <input type="checkbox"/> Vacant - Replacing _____ <input type="checkbox"/> Professional Development (1 time) <input type="checkbox"/> Professional Development (on-going)	<input type="checkbox"/> Stipend <input type="checkbox"/> Extra Pay (Different funding) <input type="checkbox"/> Extra Pay (CERTIFICATED) <input type="checkbox"/> Sub Release																										
<b>C</b>	<b>POSITION DETAIL</b> <input checked="" type="checkbox"/> Certificated (EXTRA PAY-Hourly: <input type="checkbox"/> Per Diem: <input checked="" type="checkbox"/> ) OR <input type="checkbox"/> Classified <span style="float: right;">Effective Date: 09/30/14</span>																												
	Position #: _____ Job Title: Ex.Dir. K12 Schools Job Title #: 0080 Location: Ed Services Location #: 640	Employee Name: Doe, Jane Employee ID: 123456 Supervisor Name: John Smith Supervisor ID: 789101 Shift: Start Time: _____ End Time: _____	Salary Schedule: Mgmt Range: 120 Hourly Rate: \$ _____ Calendar: _____ Number of months: _____ Number of hours per day: _____ Number of days per year: _____																										
	Estimated Duration for Short Term Job: From: 9/30/14 To: 6/30/15 Estimated Cost: \$31,994 Job Requirements/Per Diem Justification: Retired Exec. Dir. working on special projects for Asst Supt. John Smith																												
<b>D</b>	<b>REQUESTED BY:</b> John Smith <b>COMMENTS:</b>	<b>Title:</b> Asst. Superintendent	<b>Phone:</b> 510-231-1000 <b>Signature</b>																										
<b>E</b>	<b>FUNDING SOURCE</b> <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> Other Name of Fund Administrator: _____ <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: left;">FTE</th> <th style="width: 40%; text-align: left;">GL ACCOUNT CODE</th> <th style="width: 20%; text-align: left;">FISCAL APPROVAL</th> <th style="width: 20%; text-align: left;">ALLOCATION</th> <th style="width: 10%; text-align: left;">POSITION #</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td>01-7405-1320-640-1110-2140-300120-1-0000</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4)</td> <td></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #	1)	01-7405-1320-640-1110-2140-300120-1-0000	_____	_____	_____	2)		_____	_____	_____	3)		_____	_____	_____	4)		_____	_____	_____	<b>POSITION CONTROL USE ONLY</b>		
FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #																									
1)	01-7405-1320-640-1110-2140-300120-1-0000	_____	_____	_____																									
2)		_____	_____	_____																									
3)		_____	_____	_____																									
4)		_____	_____	_____																									
<b>F</b>	<b>ADMINISTRATIVE APPROVAL (as required)</b> Obtain all required signatures and FORWARD to Budget/Human Resources																												
	Human Resources: By: _____ Date: _____ Fiscal: By: _____ Date: _____ Dept/Program Director: By: _____ Date: _____ Cabinet (if required): By: _____ Date: _____																												
<b>G</b>	<b>HR USE ONLY</b>																												
	Received by: _____ Date: _____ Comments: _____ New Job Class Number: _____ Notify Administrator: _____	Job Salary Screen: Assigned Sub Job #: _____	Board Approval Date: _____ (if applicable) PR#: _____																										

**Scenario #4 Eliminate/Decrease the FTE for a  
Position**

# #4 Eliminate or Decrease the FTE for an Existing Position-Revised 09/28/14



**Fiscal Contact:**  
Refer to Resource Responsibility List

**HR Contact: 231-1185**  
Certificated = Cheryl Cotton  
Classified = Mike Wasilchin

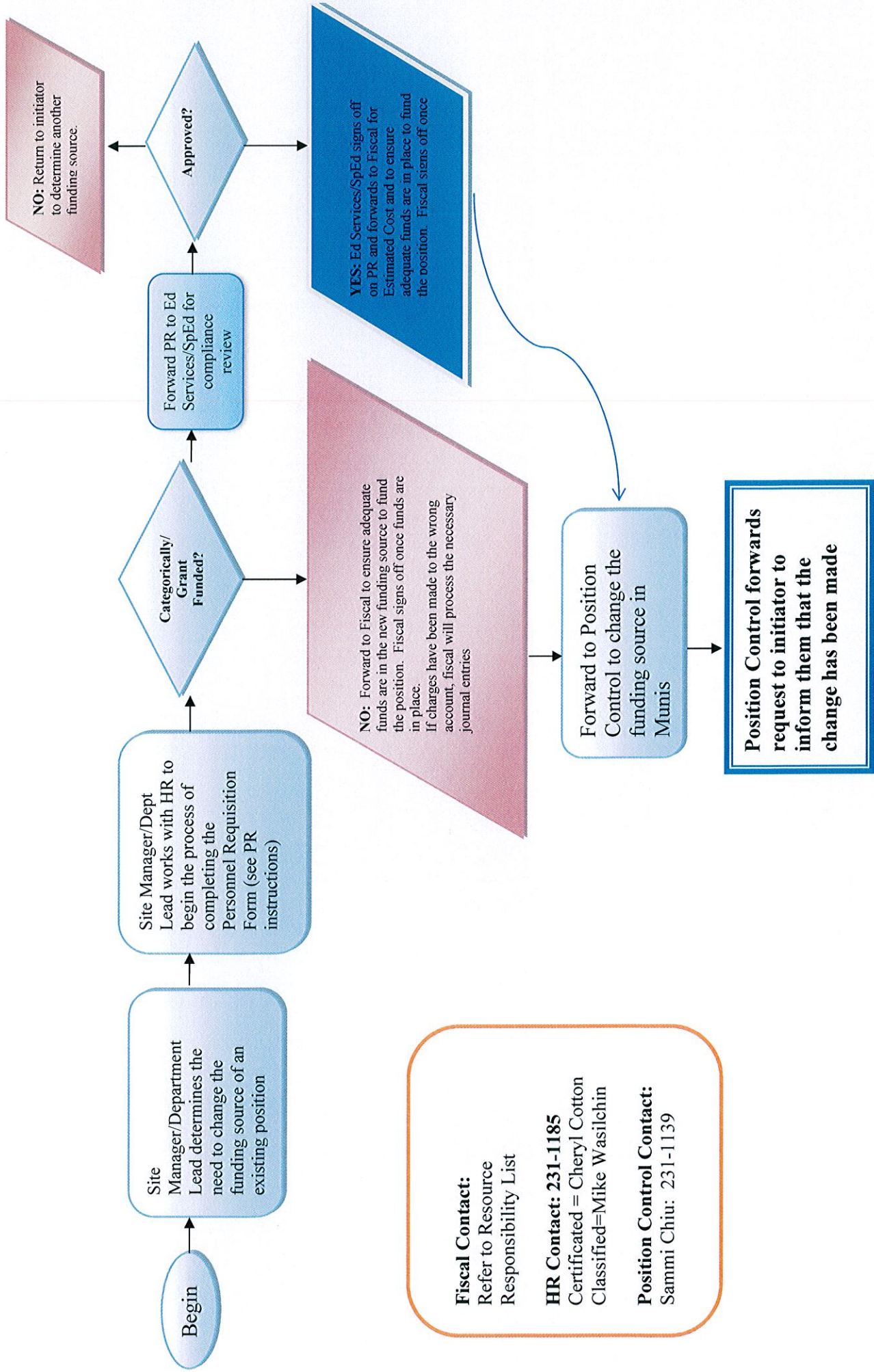
**Position Control Contact:**  
Sammi Chiu: 231-1139



# Scenario #5a Change in Funding



# #5a Change Funding Source for an Existing Position-Revised 09/28/14



**Fiscal Contact:**  
Refer to Resource  
Responsibility List

**HR Contact: 231-1185**  
Certificated = Cheryl Cotton  
Classified=Mike Wasilchin

**Position Control Contact:**  
Sammi Chiu: 231-1139

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
**PERSONNEL REQUISITION**  
 2014 - 2015

SAMPLE #5a

Step 1 – Work with **HR** for position information and to verify action is in accordance with ed. code and BUS  
 Step 2 – If **categorical** coordinate with **Ed Services/SpEd**  
 Step 3 – Work with **Fiscal** to obtain an estimate of the cost and verify that necessary funding is available  
 (refer to Resource Responsibility list)

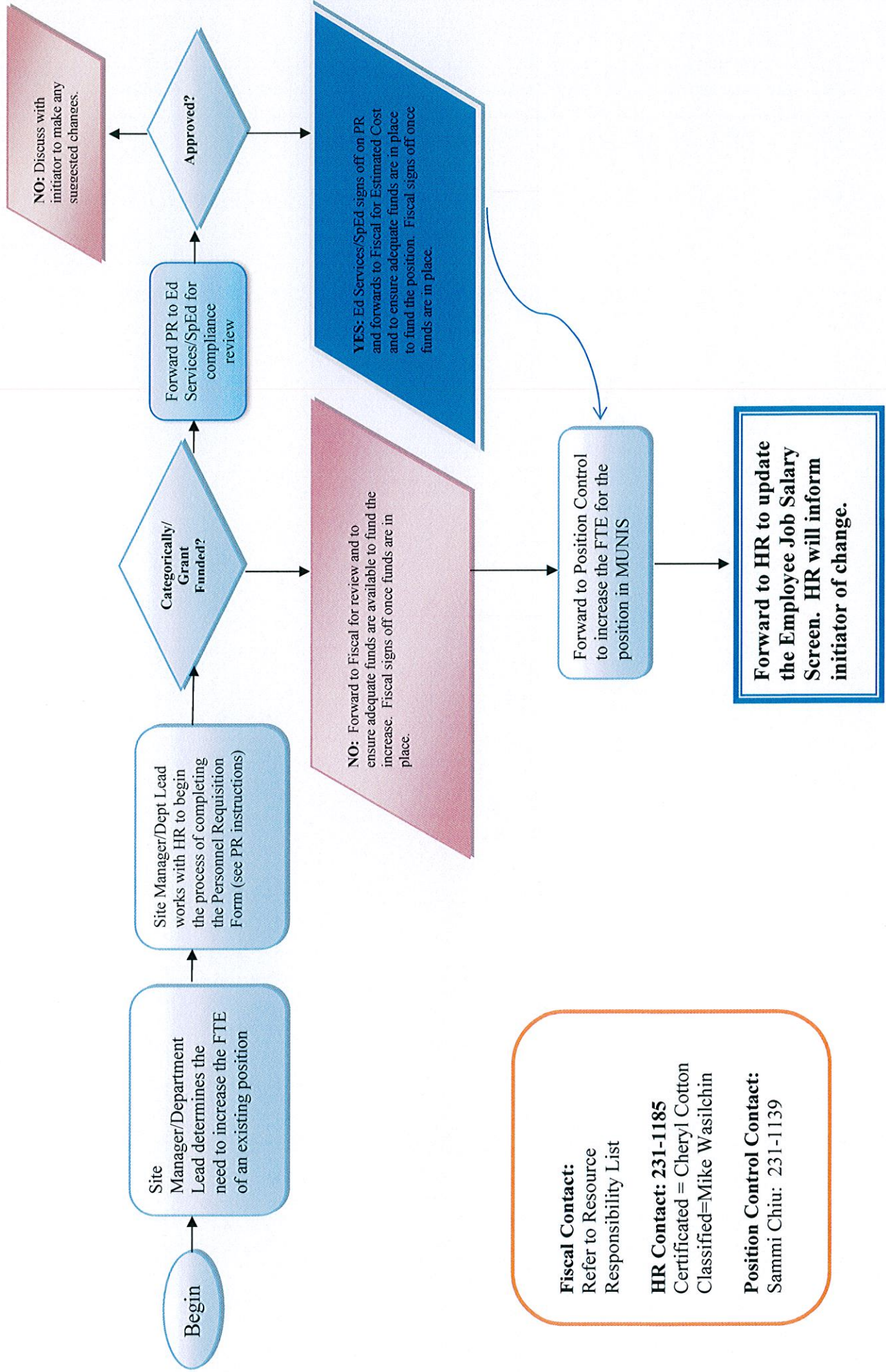
Step 4 – Gather necessary **Approvals**  
 Step 5 – Route to **Budget** for Position Number  
 Step 6 – Route to **HR** for necessary HR actions

**DATE: 09/30/2014**

<b>A</b>	<input type="checkbox"/> <b>NEW POSITION</b> <span style="margin-left: 150px;"><input checked="" type="checkbox"/> <b>EXISTING POSITION</b></span>																											
<b>B</b>	<b>REQUESTED ACTION</b> <input type="checkbox"/> New Position/New Job Class <input type="checkbox"/> Additional Position (existing job class) <input type="checkbox"/> On-Demand (short-term) position <input type="checkbox"/> Eliminate Position # <input checked="" type="checkbox"/> <b>Change in Funding (% / FTE /others)</b> <input type="checkbox"/> Vacant - Replacing _____ <input type="checkbox"/> Professional Development (1 time) <input type="checkbox"/> Professional Development (on-going) <input type="checkbox"/> Stipend <input type="checkbox"/> Extra Pay (Different funding) <input type="checkbox"/> Extra Pay (CERTIFICATED) <input type="checkbox"/> Sub Release																											
<b>C</b>	<b>POSITION DETAIL</b> <input type="checkbox"/> Certificated (EXTRA PAY-Hourly: <input type="checkbox"/> Per Diem: <input type="checkbox"/> ) OR <input checked="" type="checkbox"/> <b>Classified</b> <span style="float: right;">Effective Date: 07/01/2014</span> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Position #: <b>100000623</b></td> <td style="width: 25%;">Employee Name: <b>Doe, Jane</b></td> <td style="width: 25%;">Salary Schedule: <b>10</b></td> <td style="width: 25%;">Number of months: <b>11</b></td> </tr> <tr> <td>Job Title: <b>UpDv Tutor</b></td> <td>Employee ID: <b>123456</b></td> <td>Range: <b>43</b></td> <td>Number of hours per day: <b>2</b></td> </tr> <tr> <td>Job Title #: <b>2660</b></td> <td>Supervisor Name: <b>John Smith</b></td> <td>Hourly Rate: <b>\$14.64</b></td> <td>Number of days per year: <b>208</b></td> </tr> <tr> <td>Location: <b>Hanna Ranch</b></td> <td>Supervisor ID: <b>789101</b></td> <td>Calendar: _____</td> <td></td> </tr> <tr> <td>Location #: <b>128</b></td> <td>Shift: Start Time: <b>8:30</b> End Time: <b>11am</b></td> <td></td> <td></td> </tr> </table> <p>Estimated Duration for Short Term Job: From: _____ To: _____ Estimated Cost: <b>\$7,461</b>                  Job Requirements/Per Diem Justification: _____</p>			Position #: <b>100000623</b>	Employee Name: <b>Doe, Jane</b>	Salary Schedule: <b>10</b>	Number of months: <b>11</b>	Job Title: <b>UpDv Tutor</b>	Employee ID: <b>123456</b>	Range: <b>43</b>	Number of hours per day: <b>2</b>	Job Title #: <b>2660</b>	Supervisor Name: <b>John Smith</b>	Hourly Rate: <b>\$14.64</b>	Number of days per year: <b>208</b>	Location: <b>Hanna Ranch</b>	Supervisor ID: <b>789101</b>	Calendar: _____		Location #: <b>128</b>	Shift: Start Time: <b>8:30</b> End Time: <b>11am</b>							
Position #: <b>100000623</b>	Employee Name: <b>Doe, Jane</b>	Salary Schedule: <b>10</b>	Number of months: <b>11</b>																									
Job Title: <b>UpDv Tutor</b>	Employee ID: <b>123456</b>	Range: <b>43</b>	Number of hours per day: <b>2</b>																									
Job Title #: <b>2660</b>	Supervisor Name: <b>John Smith</b>	Hourly Rate: <b>\$14.64</b>	Number of days per year: <b>208</b>																									
Location: <b>Hanna Ranch</b>	Supervisor ID: <b>789101</b>	Calendar: _____																										
Location #: <b>128</b>	Shift: Start Time: <b>8:30</b> End Time: <b>11am</b>																											
<b>D</b>	<b>REQUESTED BY: John Smith</b> <span style="margin-left: 50px;">Title: <b>Site Principal</b></span> <span style="float: right;">Phone: 510-231-1000</span> COMMENTS/PD Description: <b>Change funding from 01-3010-2110-127-1110-1000-300114-0-0000 to 01-0670-2110-127-1110-1000-700099-0-1280 per LCAP</b> <span style="float: right; border: 1px solid black; padding: 2px;">Signature _____</span>																											
<b>E</b>	<b>FUNDING SOURCE</b> <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> <b>Other</b> Name of Fund Administrator: Sheri Gamba <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">FTE</th> <th style="text-align: left;">GL ACCOUNT CODE</th> </tr> </thead> <tbody> <tr> <td>1) <b>0.27</b></td> <td><b>01-0670-2110-127-1110-1000-700099-0-1280</b></td> </tr> <tr> <td>2)</td> <td></td> </tr> <tr> <td>3)</td> <td></td> </tr> <tr> <td>4)</td> <td></td> </tr> </tbody> </table>	FTE	GL ACCOUNT CODE	1) <b>0.27</b>	<b>01-0670-2110-127-1110-1000-700099-0-1280</b>	2)		3)		4)		<b>POSITION CONTROL USE ONLY</b> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">FISCAL APPROVAL</th> <th style="text-align: left;">ALLOCATION</th> <th style="text-align: left;">POSITION #</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		FISCAL APPROVAL	ALLOCATION	POSITION #	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
FTE	GL ACCOUNT CODE																											
1) <b>0.27</b>	<b>01-0670-2110-127-1110-1000-700099-0-1280</b>																											
2)																												
3)																												
4)																												
FISCAL APPROVAL	ALLOCATION	POSITION #																										
_____	_____	_____																										
_____	_____	_____																										
_____	_____	_____																										
_____	_____	_____																										
<b>F</b>	<b>ADMINISTRATIVE APPROVAL (as required)</b> <span style="color: red;">Obtain all required signatures and FORWARD to Budget/Human Resources</span> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Human Resources:</td> <td style="width: 50%;">By: _____</td> <td style="width: 35%;">Date: _____</td> </tr> <tr> <td>Fiscal:</td> <td>By: _____</td> <td>Date: _____</td> </tr> <tr> <td>Dept/Program Director:</td> <td>By: _____</td> <td>Date: _____</td> </tr> <tr> <td>Cabinet (if required):</td> <td>By: _____</td> <td>Date: _____</td> </tr> </table>			Human Resources:	By: _____	Date: _____	Fiscal:	By: _____	Date: _____	Dept/Program Director:	By: _____	Date: _____	Cabinet (if required):	By: _____	Date: _____													
Human Resources:	By: _____	Date: _____																										
Fiscal:	By: _____	Date: _____																										
Dept/Program Director:	By: _____	Date: _____																										
Cabinet (if required):	By: _____	Date: _____																										
<b>G</b>	<b>HR USE ONLY</b> Received by: _____ Date: _____ Board Approval Date: _____ (if applicable) Comments: _____ New Job Class Number: _____ Job Salary Screen: _____ Notify Administrator: _____ Assigned Sub Job #: _____ PR#: _____																											

**Scenario #5b Increase the FTE of an Existing  
Position**

# #5b Increase the FTE for an Existing Position-Revised 09/28/14



**Fiscal Contact:**  
Refer to Resource Responsibility List

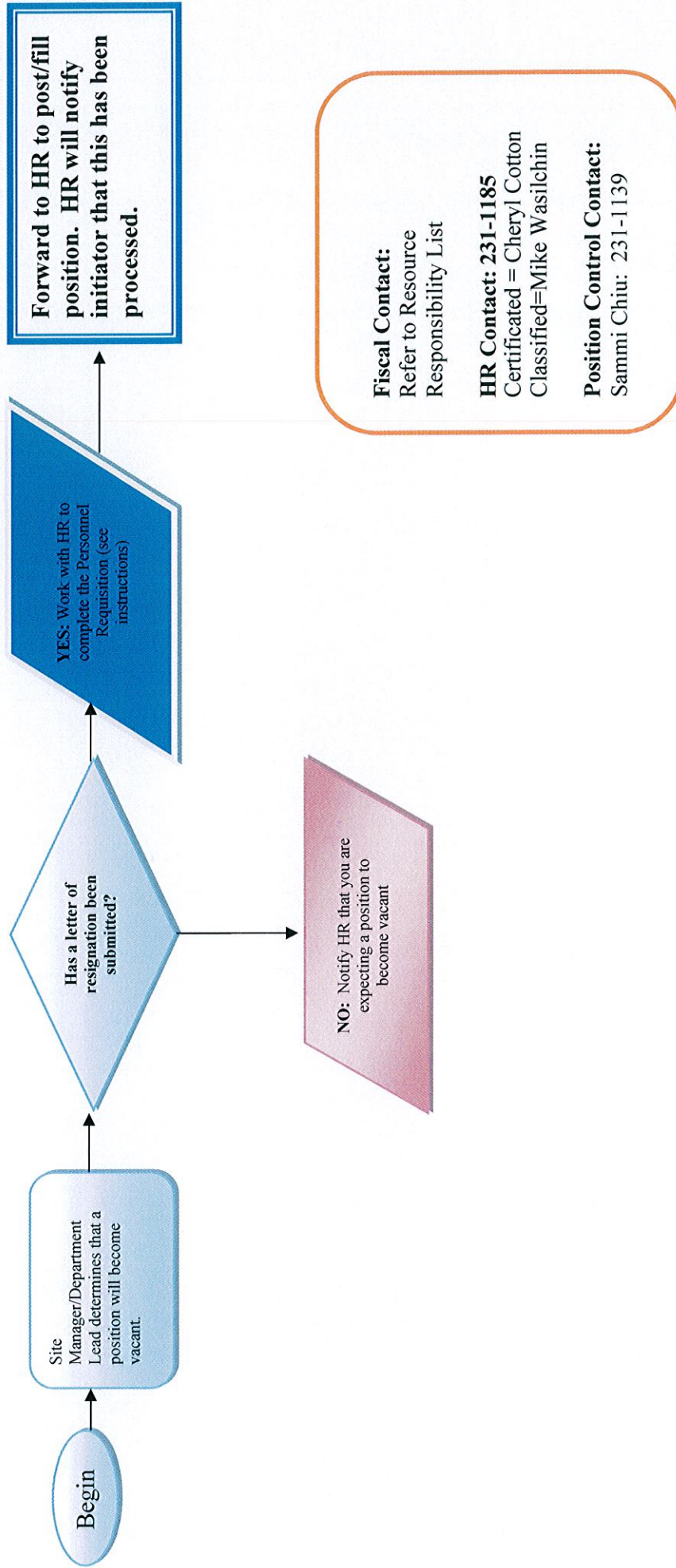
**HR Contact: 231-1185**  
Certificated = Cheryl Cotton  
Classified = Mike Wasilchin

**Position Control Contact:**  
Sammi Chiu: 231-1139



## **Scenario #6 Filling a Vacant Position**

# #6 Filling a Vacant Position-Revised 09/28/14

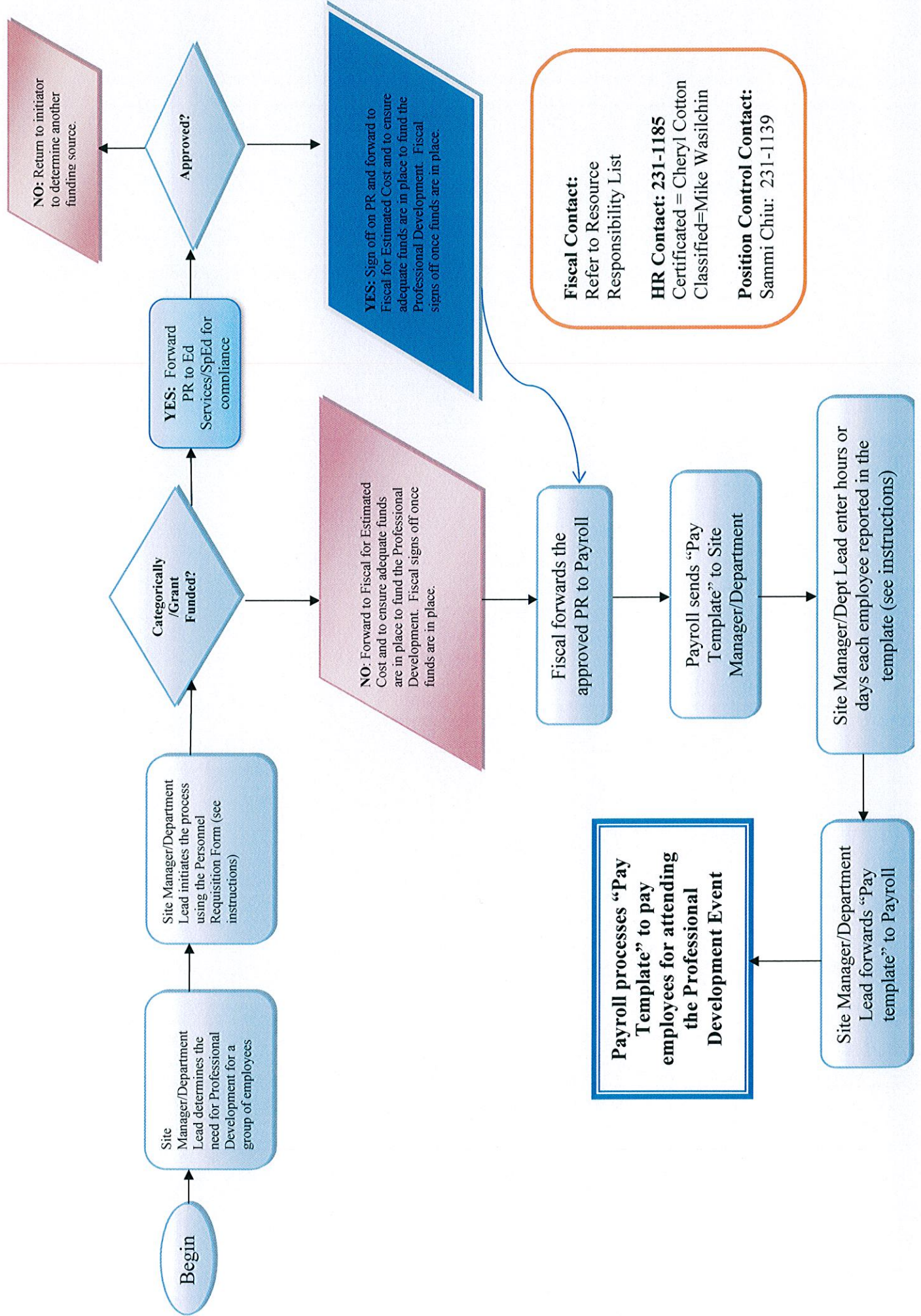






# **Scenario #7 Creating a One-Time Professional Development**

# #7 Requesting One-Time Professional Development Pay-Revised 09/28/14



**Fiscal Contact:**  
Refer to Resource  
Responsibility List

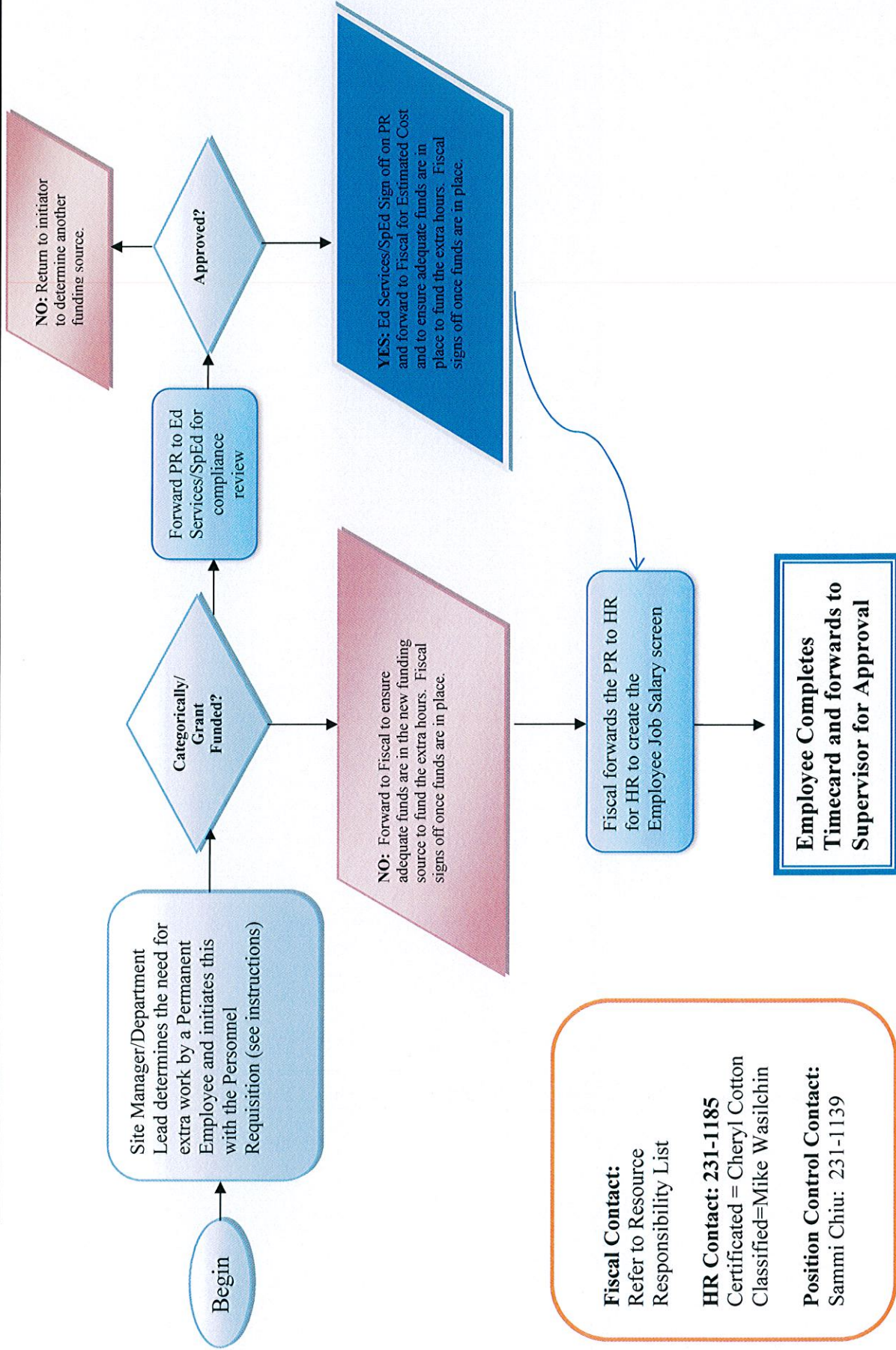
**HR Contact: 231-1185**  
Certificated = Cheryl Cotton  
Classified=Mike Wasilchin

**Position Control Contact:**  
Sammi Chiu: 231-1139



**Scenario #8 Creating On-going Professional  
Development and Extra Pay**

# #8 Requesting Professional Development (Ongoing) & Extra Pay for Permanent Employees-Revised 10/02/14



**Fiscal Contact:**  
Refer to Resource  
Responsibility List

**HR Contact: 231-1185**  
Certificated = Cheryl Cotton  
Classified=Mike Wasilchin

**Position Control Contact:**  
Sammi Chiu: 231-1139



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
PERSONNEL REQUISITION

**SAMPLE #8b**

2014 - 2015

Step 1 – Work with HR for position information and to verify action is in accordance with ed. code and BUs  
Step 2 – If **categorical** coordinate with **Ed Services/SpEd**  
Step 3 – Work with **Fiscal** to obtain an estimate of the cost and verify that necessary funding is available  
(refer to Resource Responsibility list)

Step 4 – Gather necessary **Approvals**  
Step 5 – Route to **Budget** for Position Number  
Step 6 – Route to **HR** for necessary HR actions

**DATE: 09/30/2014**

<b>A</b>	<input type="checkbox"/> <b>NEW POSITION</b> <input checked="" type="checkbox"/> <b>EXISTING POSITION</b>																											
<b>B</b>	<b>REQUESTED ACTION</b> <input type="checkbox"/> New Position/New Job Class <input type="checkbox"/> Eliminate Position # <input type="checkbox"/> Additional Position (existing job class) <input type="checkbox"/> Change in Funding (% / FTE /others) <input type="checkbox"/> On-Demand (short-term) position <input type="checkbox"/> Vacant - Replacing _____ <input type="checkbox"/> Professional Development (1 time) <input type="checkbox"/> Professional Development (on-going) <input type="checkbox"/> Sub Release <input checked="" type="checkbox"/> <b>Extra Pay (Different funding)</b> <input type="checkbox"/> Extra Pay (CERTIFICATED)																											
<b>C</b>	<b>POSITION DETAIL</b> <input type="checkbox"/> Certificated (EXTRA PAY-Hourly: <input type="checkbox"/> Per Diem: <input type="checkbox"/> ) OR <input checked="" type="checkbox"/> <b>Classified</b> <b>Effective Date: 10/01/2014</b> Position #: _____ Employee Name: <b>Various (See attached)</b> Salary Schedule: _____ Number of months: _____ Job Title: <b>Data Entry Clerk</b> Employee ID: _____ Range: _____ Number of hours per day: _____ Job Title #: <b>2756</b> Supervisor Name: <b>John Smith</b> Hourly Rate: <b>\$Various</b> Number of days per year: _____ Location: <b>Ed Services</b> Supervisor ID: <b>789101</b> Calendar: _____ Location #: <b>640</b> Shift: Start Time: _____ End Time: _____ Estimated Duration for Short Term Job: From: <b>07/01/2014</b> To: <b>06/30/2014</b> Estimated Cost: <b>\$10,000</b> Job Requirements/Per Diem Justification: _____																											
<b>D</b>	<b>REQUESTED BY: John Smith</b> Title: <b>Department Lead</b> Phone: <b>510-231-1000</b> COMMENTS/PD Description: <b>Extra Hours for Title II work. These extra hours are to be charged to a funding source different from base pay.</b> Signature: _____																											
<b>E</b>	<b>FUNDING SOURCE</b> <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> <b>Other</b> Name of Fund Administrator: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%; text-align:center;">FTE</th> <th style="width:40%; text-align:center;">GL ACCOUNT CODE</th> <th style="width:20%; text-align:center;">FISCAL APPROVAL</th> <th style="width:20%; text-align:center;">ALLOCATION</th> <th style="width:10%; text-align:center;">POSITION #</th> </tr> </thead> <tbody> <tr> <td style="text-align:center;">1)</td> <td style="text-align:center;"><b>01-4035-2420-640-1110-2100-300114-0-0000</b></td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> </tr> <tr> <td style="text-align:center;">2)</td> <td></td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> </tr> <tr> <td style="text-align:center;">3)</td> <td></td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> </tr> <tr> <td style="text-align:center;">4)</td> <td></td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> </tr> </tbody> </table>	FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #	1)	<b>01-4035-2420-640-1110-2100-300114-0-0000</b>	_____	_____	_____	2)		_____	_____	_____	3)		_____	_____	_____	4)		_____	_____	_____	<b>POSITION CONTROL USE ONLY</b>	
FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #																								
1)	<b>01-4035-2420-640-1110-2100-300114-0-0000</b>	_____	_____	_____																								
2)		_____	_____	_____																								
3)		_____	_____	_____																								
4)		_____	_____	_____																								
<b>F</b>	<b>ADMINISTRATIVE APPROVAL (as required)</b> Obtain all required signatures and FORWARD to Budget/Human Resources Human Resources: By: _____ Date: _____ Fiscal: By: _____ Date: _____ Dept/Program Director: By: _____ Date: _____ Cabinet (if required): By: _____ Date: _____																											
<b>G</b>	<b>HR USE ONLY</b> Received by: _____ Date: _____                      Board Approval Date: _____ (if applicable) Comments: _____ New Job Class Number: _____ Job Salary Screen: _____ Notify Administrator: _____ Assigned Sub Job #: _____ PR#: _____																											

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
PERSONNEL REQUISITION**

**SAMPLE #8C**

2014 - 2015

Step 1 – Work with **HR** for position information and to verify action is in accordance with ed. code and BUs  
 Step 2 – If **categorical** coordinate with **Ed Services/SpEd**  
 Step 3 – Work with **Fiscal** to obtain an estimate of the cost and verify that necessary funding is available  
 (refer to Resource Responsibility list)

Step 4 – Gather necessary **Approvals**  
 Step 5 – Route to **Budget** for Position Number  
 Step 6 – Route to **HR** for necessary HR actions

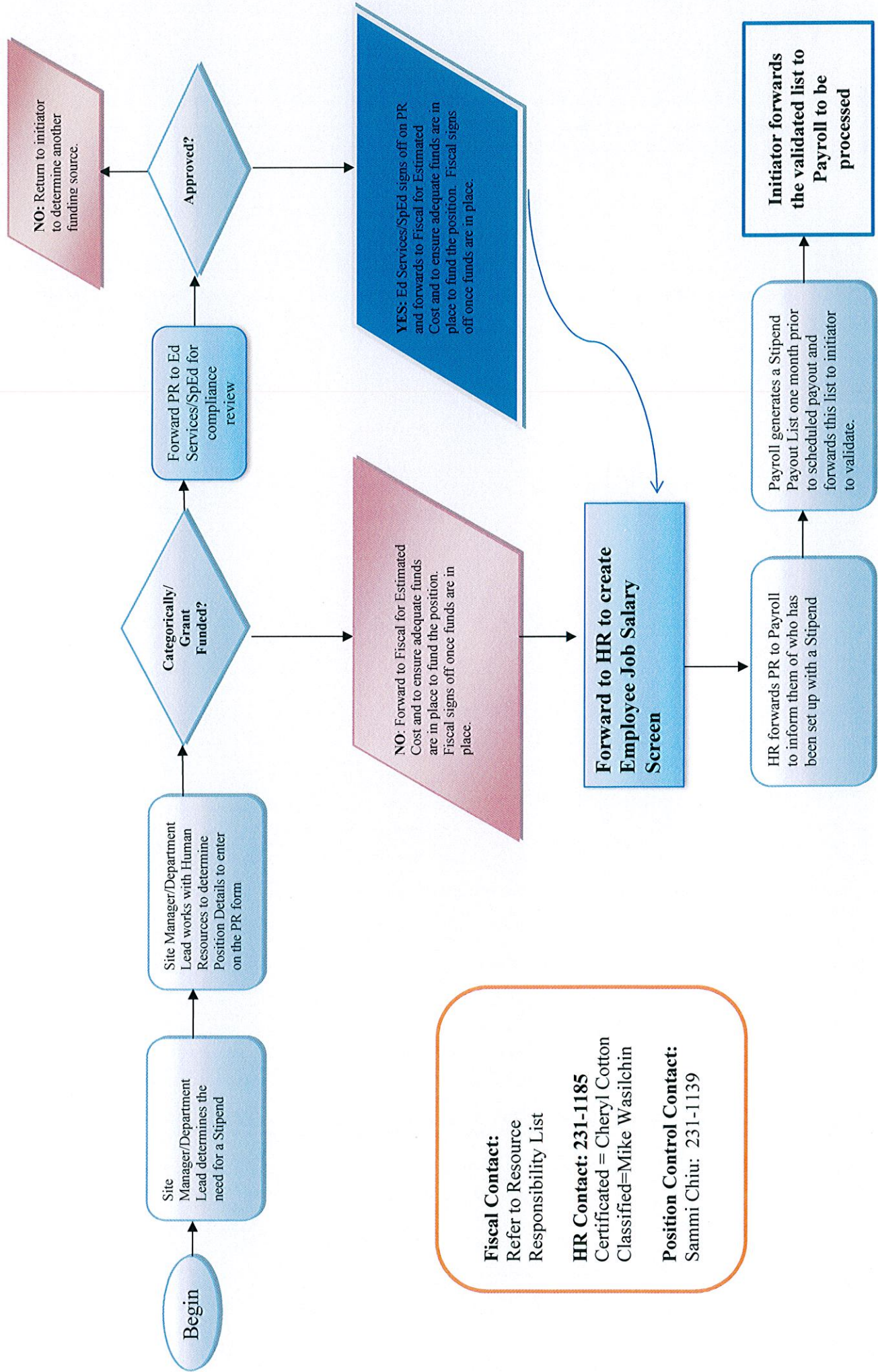
**DATE: 09/30/2014**

<b>A</b>	<input type="checkbox"/> <b>NEW POSITION</b> <input checked="" type="checkbox"/> <b>EXISTING POSITION</b>																											
<b>B</b>	<b>REQUESTED ACTION</b> <input type="checkbox"/> New Position/New Job Class <input type="checkbox"/> Additional Position (existing job class) <input type="checkbox"/> On-Demand (short-term) position	<input type="checkbox"/> Eliminate Position # <input type="checkbox"/> Change in Funding (% / FTE /others) <input type="checkbox"/> Vacant - Replacing _____ <input type="checkbox"/> Professional Development (1 time) <input type="checkbox"/> Professional Development (on-going)	<input type="checkbox"/> Stipend <input type="checkbox"/> Extra Pay (Different funding) <input checked="" type="checkbox"/> <b>Extra Pay (CERTIFICATED)</b> <input type="checkbox"/> Sub Release																									
<b>C</b>	<b>POSITION DETAIL</b> <input checked="" type="checkbox"/> <b>Certificated (EXTRA PAY-Hourly: <input checked="" type="checkbox"/> Per Diem: <input type="checkbox"/> )</b> OR <input type="checkbox"/> <b>Classified</b> <b>Effective Date: 10/01/2014</b>																											
	Position #: _____ Job Title: <b>Inst Support Coach</b> Job Title #: <b>1500</b> Location: <b>Bayview</b> Location #: <b>104</b>	Employee Name: <b>Various (see attached)</b> Employee ID: _____ Supervisor Name: <b>John Smith</b> Supervisor ID: <b>789101</b> Shift: Start Time: _____ End Time: _____	Salary Schedule: _____ Range: _____ Hourly Rate: <b>\$31.00</b> Calendar: _____ Number of months: _____ Number of hours per day: _____ Number of days per year: _____																									
	Estimated Duration for Short Term Job: From: <b>07/01/2014</b> To: <b>06/30/2014</b> Estimated Cost: <b>\$30,000</b> Job Requirements/Per Diem Justification: _____																											
<b>D</b>	<b>REQUESTED BY: John Smith</b> <b>Title: Site Principal</b> <b>Phone: 510-231-1000</b> <b>COMMENTS/ PD Description: Extra Hours for Instructional Coaches</b> <b>Signature</b> _____																											
<b>E</b>	<b>FUNDING SOURCE</b> <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> <b>Other</b> Name of Fund Administrator: _____ <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;">FTE</th> <th style="width:40%;">GL ACCOUNT CODE</th> <th style="width:20%;">FISCAL APPROVAL</th> <th style="width:20%;">ALLOCATION</th> <th style="width:15%;">POSITION #</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td><b>01-3010-1920-104-1110-2140-300114-0-0000</b></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #	1)	<b>01-3010-1920-104-1110-2140-300114-0-0000</b>	_____	_____	_____	2)	_____	_____	_____	_____	3)	_____	_____	_____	_____	4)	_____	_____	_____	_____	<b>POSITION CONTROL USE ONLY</b>	
FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #																								
1)	<b>01-3010-1920-104-1110-2140-300114-0-0000</b>	_____	_____	_____																								
2)	_____	_____	_____	_____																								
3)	_____	_____	_____	_____																								
4)	_____	_____	_____	_____																								
<b>F</b>	<b>ADMINISTRATIVE APPROVAL (as required)</b> <i>Obtain all required signatures and FORWARD to Budget/Human Resources</i> Human Resources:    By: _____                      Date: _____ Fiscal:                      By: _____                      Date: _____ Dept/Program Director:    By: _____                      Date: _____ Cabinet (if required):    By: _____                      Date: _____																											
<b>G</b>	<b>HR USE ONLY</b>																											
	Received by: _____    Date: _____ Comments: _____ New Job Class Number: _____ Notify Administrator: _____	Job Salary Screen: _____ Assigned Sub Job #: _____	Board Approval Date: _____    (if applicable) PR#: _____																									



## **Scenario #9 Creating a Stipend**

# #9 Creating a Fixed Rate Stipend-Revised 09/28/14



**Fiscal Contact:**  
Refer to Resource Responsibility List

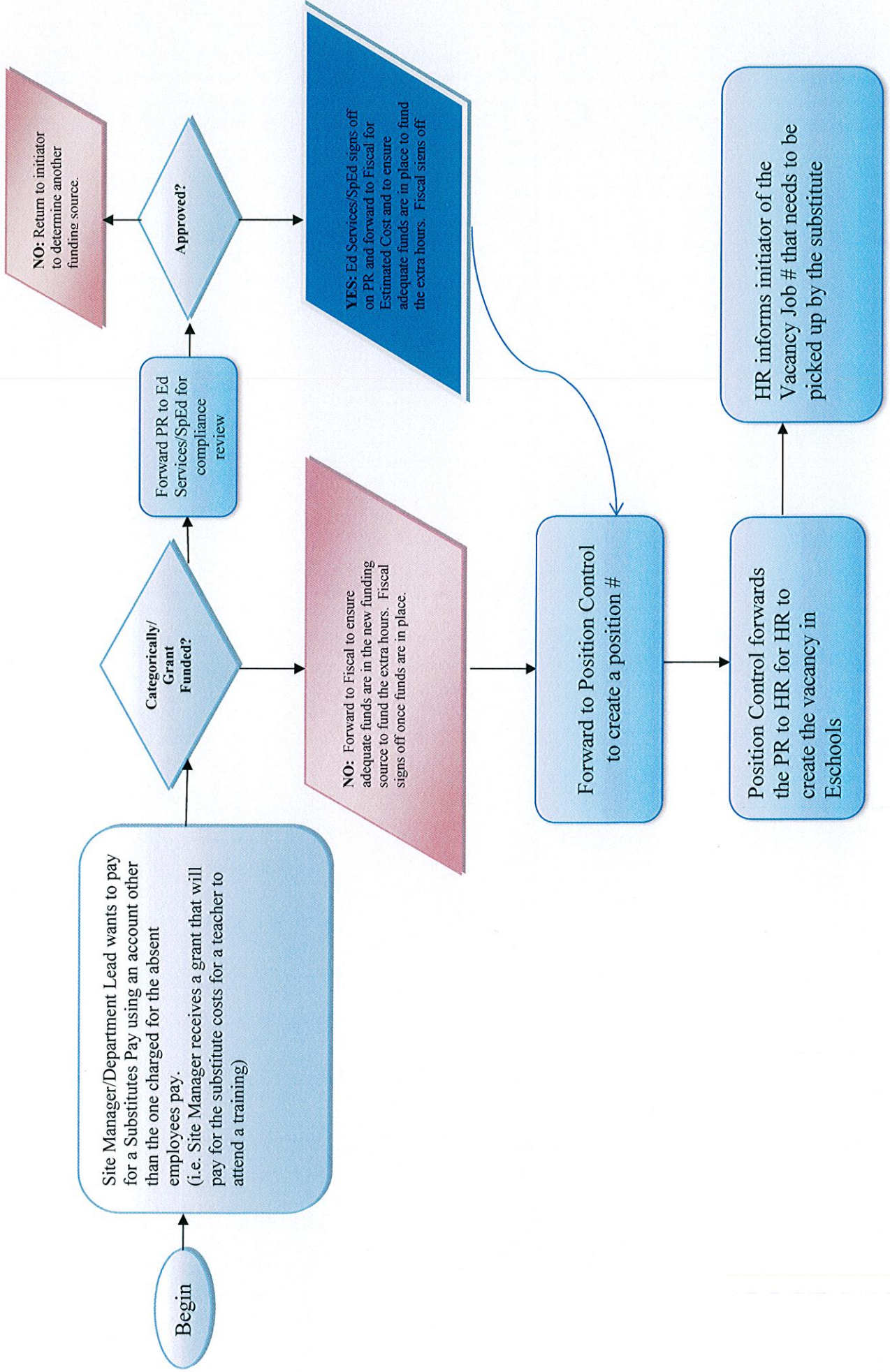
**HR Contact: 231-1185**  
Certificated = Cheryl Cotton  
Classified=Mike Wasilchyn

**Position Control Contact:**  
Sammi Chiu: 231-1139



**Scenario #10 Creating Sub Release Paid By  
Other Funds**

# #10 Paying for Sub Release Time with Different Funds-Revised 09/28/14



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
PERSONNEL REQUISITION

**SAMPLE #10**

2014 - 2015

Step 1 – Work with **HR** for position information and to verify action is in accordance with ed. code and BUs  
Step 2 – If **categorical** coordinate with **Ed Services/SpEd**  
Step 3 – Work with **Fiscal** to obtain an estimate of the cost and verify that necessary funding is available  
(refer to Resource Responsibility list)

Step 4 – Gather necessary **Approvals**  
Step 5 – Route to **Budget** for Position Number  
Step 6 – Route to **HR** for necessary HR actions

**DATE: 09/30/2014**

<b>A</b>	<input type="checkbox"/> <b>NEW POSITION</b> <span style="margin-left: 200px;"><input checked="" type="checkbox"/> <b>EXISTING POSITION</b></span>																											
<b>B</b>	<b>REQUESTED ACTION</b> <input type="checkbox"/> New Position/New Job Class <input type="checkbox"/> Additional Position (existing job class) <input type="checkbox"/> On-Demand (short-term) position <input type="checkbox"/> Eliminate Position # <input type="checkbox"/> Change in Funding (% / FTE /others) <input type="checkbox"/> Vacant - Replacing _____ <input type="checkbox"/> Professional Development (1 time) <input type="checkbox"/> Professional Development (on-going) <input type="checkbox"/> Stipend <input type="checkbox"/> Extra Pay (Different funding) <input type="checkbox"/> Extra Pay (CERTIFICATED) <input checked="" type="checkbox"/> <b>Sub Release</b>																											
<b>C</b>	<b>POSITION DETAIL</b> <input checked="" type="checkbox"/> <b>Certificated</b> (EXTRA PAY-Hourly: <input type="checkbox"/> Per Diem: <input type="checkbox"/> ) OR <input type="checkbox"/> Classified <b>Effective Date: 10/01/2014</b> Position #: _____ Employee Name: <b>See Attached</b> Salary Schedule: _____ Number of months: _____ Job Title: <b>Teacher</b> Employee ID: _____ Range: _____ Number of hours per day: _____ Job Title #: <b>1000</b> Supervisor Name: <b>John Smith</b> Hourly Rate: \$ _____ Number of days per year: _____ Location: <b>Bayview</b> Supervisor ID: <b>789101</b> Calendar: _____ Location #: <b>104</b> Shift: Start Time: _____ End Time: _____ Estimated Duration for Short Term Job: From: _____ To: _____ <b>Estimated Cost: \$5,000</b> Job Requirements/Per Diem Justification: _____																											
<b>D</b>	<b>REQUESTED BY:</b> <b>John Smith</b> Title: <b>Site Principal</b> Phone: <b>510-231-1000</b> <b>COMMENTS/PD Description: Linked Learning will fund the sub cost for 5 of our teachers to attend a Linked Learning Training on 10/15-10/16.</b> Signature: _____																											
<b>E</b>	<b>FUNDING SOURCE</b> <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> <b>Other</b> Name of Fund Administrator: <b>Nia Rashidchi</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">FTE</th> <th style="width:40%;">GL ACCOUNT CODE</th> <th style="width:20%;">FISCAL APPROVAL</th> <th style="width:15%;">ALLOCATION</th> <th style="width:15%;">POSITION #</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td><b>01-9593-1120-1110-2140-300111-0-0000</b></td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #	1)	<b>01-9593-1120-1110-2140-300111-0-0000</b>	_____	_____	_____	2)	_____	_____	_____	_____	3)	_____	_____	_____	_____	4)	_____	_____	_____	_____	<b>POSITION CONTROL USE ONLY</b>	
FTE	GL ACCOUNT CODE	FISCAL APPROVAL	ALLOCATION	POSITION #																								
1)	<b>01-9593-1120-1110-2140-300111-0-0000</b>	_____	_____	_____																								
2)	_____	_____	_____	_____																								
3)	_____	_____	_____	_____																								
4)	_____	_____	_____	_____																								
<b>F</b>	<b>ADMINISTRATIVE APPROVAL (as required)</b> Obtain all required signatures and FORWARD to Budget/Human Resources Human Resources: By: _____ Date: _____ Fiscal: By: _____ Date: _____ Dept/Program Director: By: _____ Date: _____ Cabinet (if required): By: _____ Date: _____																											
<b>G</b>	<b>HR USE ONLY</b>																											
Received by: _____ Date: _____ Board Approval Date: _____ (if applicable) Comments: _____ New Job Class Number: _____ Job Salary Screen: _____ Notify Administrator: _____ Assigned Sub Job #: _____ PR#: _____																												

# **WHO TO CONTACT??**

# WHO TO CONTACT?

## eSchools

- How do I enter Leaves? Laura Zurita 510-231-1168 or Thomas Scott at 510-231-1164
- How do I approve Leaves? Laura Zurita 510-231-1168 or Thomas Scott at 510-231-1164
- How does a substitute pick up a job? Laura Zurita 510-231-1168 or Thomas Scott at 510-231-1164
- How is a vacancy created in eSchools? Laura Zurita 510-231-1168 or Thomas Scott at 510-231-1164
- I can't access Eschools? Laura Zurita 510-231-1168 or Thomas Scott at 510-231-1164

## ESS (Employee Self Service)

- How do I enter my time? Contact the Payroll Department at 510-231-1155
- How is time approved? Contact the Payroll Department at 510-231-1155
- I can't access Time Entry? Contact the Payroll Department at 510-231-1155

## Personnel Requisition Procedures

- My scenario is not included in these procedures. What is the process? Contact Marci Williams @ [marci.williams@wccusd.net](mailto:marci.williams@wccusd.net) or Daniela Parasidis @ [dparasidis@wccsd.net](mailto:dparasidis@wccsd.net)