The Ohlone Community College District and the California School Employees Association (CSEA), regularly review job descriptions to ensure that job titles and/or job duties are current. Additionally, the parties create new job descriptions to meet the needs of the district. The Board of Trustees is required to approve changes to current job descriptions as well as new job descriptions. The following revisions to job descriptions and/or the creation of new job descriptions have been ratified by the CSEA membership.

**Multicultural Center Coordinator:** This position was created to coordinate services for the new Multicultural Center. This position is categorically funded by Student Equity and Achievement funding. The pay range is 38. (Attachment A)

**Instructional Accessibility Specialist:** This position was created to assist instructors with document accessibility for on-line instruction. The pay range is 38. (Attachment B)

**Program Coordinator, Career Education, Programs and Services:** This position was created to advise potential and current Career Education (CE) students on admission processes and provide general guidance to CE students. The pay range is 38. (Attachment C)

The Board is also required to approve certain Memoranda of Understanding (MOU) between CSEA and the District. The following have been approved by the parties:

**Probationary Period for Police Operations Dispatchers:** The parties entered into a Side Letter to extend the probationary period for new Police Operations Dispatchers from 9 months to 12 months. This is in place to allow the district sufficient time to properly evaluate the skills, abilities and performance of the employees. This extended probation period is only applicable to this classification. (Attachment D)

**Emergency Telecommuting Protocols (ETP) Due to COVID-19:** The current stay-at-home orders and the concern for employee safety has caused the need for most employees to work at an alternative location, or telework, during the disruption of normal operations. As the return to normal operations may take some time, the parties agreed to common protocols for CSEA bargaining unit employees. (Attachment E)
Impacts and effects of resumed College operations under COVID 19 conditions: This MOU provides guidance for both parties upon the resumption of on-campus services. The MOU complies with all current legal regulations and guidelines and provides a transparent framework for Ohlone and CSEA employees. (Attachment F)

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the attached modified and/or new job descriptions and MOUs as proposed.