

**Berryessa Union School District
and
California School Employees Association, Chapter 364**

**MEMORANDUM OF UNDERSTANDING CONCERNING
RECLASSIFICATION OF THE DISTRICT STUDENT INFORMATION CLERK**

July 28, 2026

Recitals

This Memorandum of Understanding (MOU) is entered by and between the Berryessa Union School District ("District") and the California School Employees Association and its Chapter 364 ("CSEA") (collectively, "Parties").

After good faith negotiations, the Parties agree as follows:

1. The Parties agree that the job classification of District Student Information Clerk shall be reclassified to a new job classification titled Information Specialist Clerk. The agreed upon job description for the Information Specialist Clerk job classification is attached hereto as Attachment A.
 - a. The Parties agree the Information Specialist Clerk job classification shall be placed on range 10 on the CSEA salary schedule effective upon ratification of this agreement. The assigned work year shall remain status quo at twelve (12) months, and work hours shall remain eight (8) hours per day.
2. The Parties agree that these changes shall not create the transferring of duties within the CSEA bargaining unit or outside the CSEA bargaining unit and shall not create workload impacts to other bargaining unit members.
3. The Parties agree that this reclassified position is created to assist the District Student Information Specialist and shall not eliminate the District Student Information Specialist classification.
4. Any disputes arising from this agreement shall be subject to the grievance procedure.

Conclusion and Signature

The Parties agree to the terms and conditions stated above and that this memorandum does not create a precedence or past practice as to any future year.

On Behalf of the CSEA:

Carla Ryan

Carla Ryan, CSEA President

Date: 08/03/2026

Beata Conniff

Beata Coniff, CSEA Labor Relations Rep.

Date: 08/03/2026

On Behalf of the District:

Ricardo Cabrera

Ricardo Cabrera (Aug 3, 2026 14:04:07 PDT)

Ricardo Cabrera, Asst. Superintendent of
Human Resources

Date: 08/03/2026

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Information Specialist Clerk

Job Purpose Statement/s:

The position of Information Specialist Clerk is to provide support for the District Student Information Specialist and school sites; gather, organize, maintain, and provide accurate information generated from district data information systems; and provide technical and training support to the department and schools on district data information systems, including assistance with district and state reporting.

Essential Job Functions:

- Assists in maintaining student enrollment records.
- Assists in maintaining student information in student information system for timeliness and accuracy.
- Provides student information system technical assistance to district and school sites, including implementation and maintenance of information systems.
- Coordinates with district departments and schools regarding maintenance of data fields.
- Assists in organizing and compiling information for reports, including CALPADS, CBEDS, P1, and P2.
- Assists with downloading information from local student information systems and uploading into the state's student database systems; assists in analyzing data for accuracy, resolving errors, and submitting information for state reporting.
- Runs reports as needed from district data information systems.
- Assists in training of personnel directly responsible for maintenance of student information system and data.
- Assists with implementation of technology-based processes to meet district/site student-related data collection needs
- Processes documents and materials for dissemination of information to appropriate parties.
- Responds to student information inquiries from district personnel for the purpose of providing information and/or instructions as needed.

Other Job Functions:

- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Performs other job-related duties as may be assigned.

Job Requirements - Qualifications:

Experience Requirements:

Previous school site or district level attendance accounting experience required; At least two years of experience working with centralized database systems; and, Preparing statistical reports.

Skills, Knowledge, Abilities and/or Physical Requirements:

Skills to operate PC applications including windows, spreadsheets, student database, word processing, and telecommunication (e-mail, intra/internet, video, etc.); use English both in written and verbal form.

Knowledge of computer technology and software applications to complete essential job functions; new developments/trends in computer concepts; Office procedures and practices.

Abilities to give and follow oral instruction, maintain statistical records, prioritize services effectively, work independently, work in a multi-task work environment and interact effectively with others. Significant physical abilities include reaching/handling fingering, and near visual acuity/visual accommodation, and sitting for prolonged periods of time.

Education Required:

High school diploma; AA degree or 2 years of equivalent work experience desired.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculin Clearance.

Reports To: Assistant Superintendent of Business Services and/or other designated administrator/coordinator

Work Year: 12 months

Salary Placement: CSEA Salary Schedule, Range 10

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Classified Personnel and C.S.E.A. Contract.

Board Approved: TBD