



California
School
Employees
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Member of the AFL-CIO

The nation's largest
independent classified
employee association



October 13, 2022

Via Electronic Mail:

spullum@hartnell.edu

Shawn Pullum
Chapter President 470

Re: Memorandum of Understanding (MOU)/Side Letter – Learning Innovation Tech

Dear President Pullum:

I have received the Memorandum of Understanding (MOU)/Side Letter regarding the Learning Innovation Tech between the Hartnell Community College School District and California School Employees Association and its Hartnell Chapter 470.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA's Constitution and Bylaws, or Policy.

Ratification for this MOU/Side Letter is required. Please provide your Labor Relations Representative Patricia Padilla-Salsberg with the ratification date so that we may update our records.

Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedications are truly appreciated.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Debra Cole
Field Director

DC/mc

Enclosure: Ch_470-2022-2023-MOU-Learning Innovation Tech

Cc: Ramon Torres, Regional Representative 70; Donnell Fassler, Area C Director; Patricia Padilla-Salsberg, Labor Relations Representative; Chapter 470 Contract File

Our mission: To improve the lives of our members, students and community.

Hartnell College
and
California School Employees Association, Chapter 470

MEMORANDUM OF UNDERSTANDING

Changes to Existing Classification: Instructional Technologist

September 22, 2022

Hartnell College ("District") and the California School Employees Association and its Chapter 470 ("CSEA") hereby agree to the following:

1. The Instructional Technologist classification will be updated, renamed Learning and Innovation Technologist, and placed at the same salary range of the classified salary schedule (40).
2. The original and updated job descriptions are attached hereto.

This memorandum of understanding is subject to ratification by CSEA, adoption by the Hartnell College Board of Trustees, and is subject to the grievance and arbitration sections of the collective bargaining agreement.

For the District:

Dianna R. Rose Oct 4, 2022

[Signature] 10-4-22

For CSEA:

[Signature] _____

[Signature] _____

[Signature] _____

Date Signed: 10/4/2022



Position: Learning and Innovation Technologist	Position Number:
Department/Site: Information Technology Resources	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Vice President, Director, dean, or other administrators in assigned area	Salary Range: 40

DESCRIPTION:

Responsible for Hartnell's Center for Learning and Innovation (CLI) has primary responsibility for the analysis, design, development, and implementation of an integrated technology and professional development program for the academic, administrative, and classified staff. Supports the CLI help desk and provides resources to improve professional development and advance the use of technology as an integral delivery tool for the campus.

REPRESENTATIVE DUTIES:

Provide planning and operational support, serve as a training resource to college staff and provide appropriate user support as assigned.

Develop and deliver technical training sessions and workshops to staff, administrators, and faculty, on office applications, professional development, and administrative technologies. Serve as information and training specialist for campus technology, software, applications, and systems.

Develop and produce documentation and training materials in response to the District's professional development needs.

Support the professional development committees.

Work closely with administrators, faculty, and staff to support the Center for Learning and Innovation programs.

Design, develop, and deliver customized training and learning programs.

Diagnose and correct problems or coordinate support to resolve issues related to the District's technology systems.

Assist and train departments and individuals with the design and development of supplemental web pages.

Provide small group and/or one-on-one assistance with applications used widely by the College, such as MS Office, Google, the student information system, the learning management system (LMS, and District administrative systems.

Research best practices and recommend technologies that enhance Division operations. Develop needs analysis surveys as well as workshop surveys.

Provide guidance and training to staff, faculty, and student workers on technology needs and usage. Coordinate projects and oversee work in progress.

Update and maintain the unit's websites, publishing training documents such as, but not limited to, a comprehensive list of training offered and knowledge base archives, including the Vision Resource Center.

Serve as the LMS administrator supporting infrastructure.

Assist in planning and coordinating technical support services for academic and administrative computing; serve as a resource for management, faculty, and staff in the use of technology.

Coordinate the use of the CLI by District staff for training programs, webinars, and vendor presentations.

Oversee daily operations of the CLI, including scheduling, overseeing, and leading student employees and maintaining the Center's computer infrastructure.

Develop and implement plans and goals for the Center; align plans and goals to the District strategic plan and accreditation standards.

Market the CLI and professional development throughout the District; market professional development center opportunities to constituent groups.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in professional development and technology training.

Perform other duties related to the position as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Computer hardware, software, and network operations, protocols, and capabilities on an advanced level
- User account administration
- Computer hardware, software, and peripheral installation and operation
- Operating systems and commonly used application programs
- Troubleshooting procedures for video conferencing and related equipment.
- Intermediate to advanced skills in the use of Google Suite, Microsoft

Office, including Word, Excel, PowerPoint, Windows 10, and their successors

- Intermediate to advanced skills in using the web and media-based technologies for education
- Instructional design principles
- Online course development standards and procedures
- Educational applications of social media
- Educational theories, including instructional systems design, and adult learning theory

SKILLS AND ABILITIES TO:

- Provide technical training in group and individualized sessions
- Continuous learning on cutting-edge technologies for support of online applications
- Work with and train in both a PC and Macintosh environment
- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent customer service skills
- Maintain a positive attitude
- Adapt to changing technologies and learn the functionality of new equipment and systems
- Read, interpret and apply detailed technical written and oral instructions
- Perform complex tasks related to the operation and maintenance of assigned technologies
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of hardware, software, and maintenance developments

- Provide technical guidance and recommendation concerning existing computer programs and systems
- Balance multiple priorities and simultaneous projects
- Research technical problems
- Maintain accurate records
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Train and provide work direction to others
- Plan, develop, conduct, and evaluate a variety of complex and difficult management and employee training and development programs or courses.
- Conduct employee, management, and other organizational needs assessments and task analyses.
- Translate specific department/agency organizational needs into needs that can be met through training and those which require other approaches.
- Effectively prioritize activities and projects.
- Learn and retain the knowledge of all assigned applications.

MINIMUM EDUCATION AND EXPERIENCE:

- A bachelor's degree from an accredited college or university with major course work in computer science, instructional design, or a related field AND
- Three years' relevant experience

DESIRED QUALIFICATIONS:

- Three years' relevant professional experience
- Experience leading a program of workplace training and professional development in an educational setting
- Experience training personnel at a secondary or college level

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing this job, the employee may be required to travel.

PHYSICAL EFFORT:

Reasonable accommodations may enable individuals with disabilities to perform essential duties.

- Standing to deliver training courses
- Lifting and carrying heavy boxes and equipment.

- Dexterity of hands and fingers to operate a computer keyboard and handle objects
- Climb stairs
- Talk or hear
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling, and crouching to perform repair