



California  
School  
Employees  
Association

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Adam Weinberger  
Association President

Keith Pace  
Executive Director

Member of the AFL-CIO

The nation's largest  
independent classified  
employee association



October 13, 2022

**Via Electronic Mail:**  
[spullum@hartnell.edu](mailto:spullum@hartnell.edu)

Shawn Pullum  
Chapter President 470

**Re: Memorandum of Understanding (MOU)/Side Letter – Student Success Specialist JD**

Dear President Pullum:

I have received the Memorandum of Understanding (MOU)/Side Letter regarding the Student Success Specialist JD 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-Student Success Specialist JD

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

New Classification: Student Success Specialist

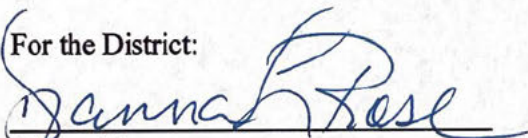
September 22, 2022

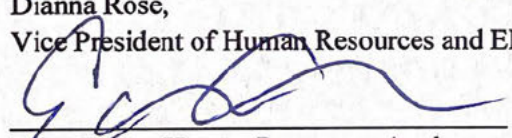
Hartnell College ("District") and the California School Employees Association and its Chapter 470 ("CSEA") hereby agree to the following:

1. The new classification of Student Success Specialist shall be adopted and placed at salary range 34 of the classified salary schedule. The job description is attached hereto.
2. The new classification shall be added to Appendix A of the CSEA/Hartnell College collective bargaining agreement.
3. The Student Success Specialist job description will be included in the year 1 "Program Support" Compensation Study described in the June 24 Reclassification MOU.
4. It is the intention of the District to hire five (5) Student Success Specialists as soon as possible. The recruitment process for all five must begin no later than thirty (30) days from the signing date

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 Rose,  
Vice President of Human Resources and EEO

  
Erica Rowe, Human Resources Analyst

For CSEA Chapter 470:

  
Shawn Pullum, Chapter President

  
Delia Edeza, Past President

  
Jess Green, Communications Officer

  
Patty Padilla-Salsberg, LRR

Date Signed: 9/30/2022

# **Student Success Specialist**

## **RECOMMENDED COMPENSATION:**

**Range 34 - (\$63,079 - \$76,673)**

## **BASIC FUNCTION:**

Under the direction of an assigned academic director or dean, serve as a specialist informing students about a full range of academic and student support by major/interest area. Working with other team members across the district, complete a variety of specialized duties that include: assist in retention/completion efforts; provide information regarding certificates, graduation, transfer and major requirements; inform on careers and preparation necessary for achieving career goals; and perform other related duties.

## **REPRESENTATIVE DUTIES:** E = indicates essential duties of the position

- Facilitates assisting students through Program Maps and Meta Major exploration, provides information to groups of students and/or parents regarding: campus resources, technology services, clubs, policies and procedures, support services, and technology services. (E)
- Assists in the retention and completion success of currently enrolled students. (E)
- Provides accurate and current information to students regarding requirements of state college and universities, university system campuses, and private institutions. (E)
- Provide information and collaborate with college support programs, including the Early Support Program,
- Explain program objectives and offerings.
- Conducts telephone follow-up calls, emails, texts as appropriate to reach “at-risk” or otherwise struggling students. (E)
- Reviews and prepares files, transcripts, correspondence and reports for eligibility and unit completion, assisting students in gathering records in preparation to meet with a Counselor.
- Compiles information and data for various reports; checks and ensures accuracy of the data. (E)
- Collaborates with college academic and student support services including Counseling, Admission & Records, Financial Aid, Panther Academic Support Services, Department of Supportive Programs and Services, EOP&S and other internal programs and services to maximize resources and services to students as appropriate.
- Develops information campaigns/website updates and email/text messages to direct students towards deadlines and steps towards completion. (E)
- May provide work direction to student workers.
- Attends, staff, and instructional meetings as needed.

- Maintains current knowledge of program regulations and requirements.
- Performs a variety of general clerical duties and responsibilities.
- Performs other related duties as assigned.

#### **KNOWLEDGE OF:**

Transfer process, college policies, procedures and resources.  
 Program and degree requirements.  
 Laws, rules and regulations related to assigned activities.  
 Student support services programs.  
 Operation of a computer and assigned software.  
 Adult learner resources and support strategies.  
 Career and personality tests available to students as a resource tool.  
 Interpersonal skills including tact patience and courtesy.  
 Record-keeping techniques.  
 Oral and written communication skills.

#### **ABILITY TO:**

Understand the transfer requirements of the UC, CSU, and private institutions. Learn and explain community college curriculum, placement procedures, course prerequisites, transfer process, and general education requirements.  
 Assess student needs and make appropriate department and campus referrals.  
 Perform a variety of responsible work involving independent decision-making.  
 Understand and follow oral and written instructions.  
 Demonstrate sensitivity to the needs and concerns of a diverse student population.  
 Communicate clearly and concisely, both orally and in writing.  
 Establish and maintain cooperative working relationships with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree and **two** years' experience in a student services or related function.

Experience working in community colleges, universities, high schools, or other educational settings directly serving student populations is desired.  
 Bachelor's degree in social/behavioral sciences is desired.

#### **PHYSICAL EFFORT:**

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Travel between district locations.

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

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license as required by position

### **WORKING CONDITIONS:**

Office environment.