

**Memorandum of Understanding between
La Mesa-Spring Valley Schools (“District”) and California School Employees Association
and its Chapter 419 (“Association,” together with District, “Parties”)
Merge of Administrative Assistant Classifications and Reclassifications
Date of Full Execution: September 8, 2022**

A request for study was submitted to the Personnel Commission by an incumbent in the Administrative Assistant I classification. An analysis conducted by the Personnel Commission revealed significant similarities between the Administrative Assistant I and Administrative Assistant II classifications which made it difficult to distinguish between the two classifications.

Based on this analysis, the Personnel Commission recommended the following actions be taken:

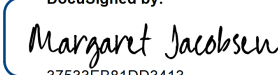
1. Incumbents currently serving in the classification of Administrative Assistant I be reclassified to Administrative Assistant II.
 - a. Reclassification will be processed in accordance with Ed Code Section 45285 and PC Rules and Regulations 30.300.2 to 30.300.4 for the incumbent (1) who submitted a request for study; effective date will be set accordingly.
 - b. Remaining incumbent (1) will be reclassified, effective upon agreement between LMSV and CSEA.
2. Personnel Commission will amend the job title of Administrative Assistant II to Administrative Assistant.

The District and the Association enter into this Memorandum of Understanding (“MOU”) regarding the merge of administrative assistant classifications and reclassifications.

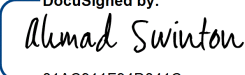
Date: September 8, 2022

For the District:

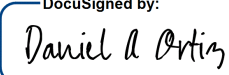
For the Association:

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 Meg Jacobsen, Ed.D.
 Assistant Superintendent,
 Human Resources
 LMSV

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 Ahmad A. Swinton, MBA
 Chapter President
 CSEA and its Chapter 419

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 Daniel Ortiz
 CSEA Labor Relations Representative