

UPDATE

www.aala.us

Week of August 31, 2015

PRACTICE MAKES PERFECT!

It is important to note that **Superintendent Cortines** has been forthright in expressing his thanks and appreciation to LAUSD employees at every level of the organization. Moreover, he has demonstrated empathy and actively listens when concerns are brought to him. AALA is genuinely supportive of his efforts and encourages the senior staff to do the same!

Nevertheless, AALA has received considerable correspondence and calls from middle managers at Beaudry and the Local Districts expressing concern about how the last reorganization was handled. Emails have specifically mentioned how little finesse and consideration the District displayed in the assignment of AALA members. In more than one case, AALA members were unceremoniously sent to the proverbial “curb” without regard for the employee’s emotional and physical well-being. AALA understands it is the District’s prerogative to reassign or release administrators serving in untenured positions. However, the perception is that the District was extremely callous and insensitive in this latest reorganization at every level and in most, if not every, department of the organization. It is AALA’s intent to continue engaging the District to do right by its employees, and to be completely transparent if employees are going to be released or required to reapply for the same position they have been satisfactorily performing for years. This is especially important as those in the system anxiously await the selection of the District’s next Superintendent. We have seen a trend over the last several years for each new superintendent to make his mark by giving birth to an organization model different from the last. In the birthing process, AALA members have been left exhausted and disenchanting because the District has not valued their contributions and skill set.

These same members have expressed a culture of fear and intimidation that is veiled, ever-present and stifling at best! Therefore, AALA is requesting the District’s senior staff to do “The Big Three” as suggested by **David Lee** in an article reprinted in *The Employment Times*, April 19, 2014:

1. **Practice noticing when your people do something well.** Then tell them about it. Unfortunately, noticing good things does not come naturally. Noticing what is wrong is actually hard-wired into the human brain. Our survival is more closely linked to noticing what is wrong—i.e., potential danger (avoid the poisonous snake), than noticing what is right (oh, look at that pretty bird). Thus, it takes conscious attention and discipline to offset this hard-wired tendency.
2. **Do not just talk at employees; listen to them.** Listen to their ideas about process improvements. Listen to their concerns. Listen to their opinions. This does not mean you

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PRACTICE (Cont.)

agree, nor does it mean you have to act on every recommendation you hear. It DOES mean you respect them as intelligent adults. Few things damage morale—and an employee’s respect for management—more effectively than a know-it-all boss who does not value the ideas of the people in the trenches. Not listening to concerns also creates a “Why should I care about you, if you do not care about me?” attitude in employees. Conversely, managers who listen engender engagement and loyalty. Listening also cultivates respect, because front-line employees know that it is common knowledge that the people doing the job might have a few good ideas about how to do it better. The leader who does not listen to them, loses the respect of his/her people.

3. **Practice showing more appreciation.** A number of landmark studies over the last several decades have shown appreciation is the #1 motivator for employees. Leaders who do not express appreciation not only miss this powerful motivator, they also sow the seeds of discontent and disengagement. Few things alienate managers more than when hard work, going the extra-mile and showing initiative are taken for granted. Therefore, practice noticing when administrators do good work and show them you appreciate their efforts.

AALA invites the District’s senior staff to practice the “Big Three” daily, and to honestly and genuinely assess their leadership style, actively listen, and sincerely seek input before making major changes that negatively and severely affect working conditions and productivity.

BARGAINING BULLETIN: UNIT J INITIAL BARGAINING PROPOSALS

AALA first organized Unit J, our classified bargaining unit, in 2012. That year the Unit J bargaining team negotiated its first collective bargaining agreement on behalf of members to cover the years 2012-2015. The team is now poised to negotiate its first successor agreement, which is expected to extend from 2015 through 2018.

The first step in the collective bargaining process is for the bargaining unit to formally submit to the District its initial bargaining proposals. Unit J has done so, and the Board of Education will review them at its next meeting on September 1, 2015. The proposals are posted on the AALA website and you may access them [HERE](#). Once the Board acknowledges the proposals, AALA’s Unit J bargaining team and the District team will set dates for negotiations.

Initial bargaining proposals are written in an extremely general way to allow for the normal give and take at the bargaining table. Consequently, one of the most important statements included in the proposals is at the end: *Associated Administrators of Los Angeles, Unit J, reserves the right to add to, modify, delete or revise the foregoing and submit additional proposals.*

Check the *Update* for regular news about Unit J’s negotiations. It will be published in the Bargaining Bulletin column.

HEALTH BENEFITS FAQ:
WORKSITE INJURIES—WHAT ADMINISTRATORS NEED TO DO FIRST

This FAQ focuses only on the initial actions administrators must perform when an employee has a work-related injury. The full procedure is available in LAUSD Reference Guide 1279.1 ([Ref-1279.1](#)). Additional resources are also available by clicking on this link: [Workers' Compensation](#).

What is workers' compensation?

A work-related injury or illness requires the District to provide workers' compensation benefits. Benefits include medical treatment, temporary disability benefits if the employee is unable to work during recovery and permanent disability benefits if the injury results in permanent impairment. Examples of injuries covered by workers' compensation include accidents, illnesses resulting from exposure or cumulative trauma injuries and some, but not all, stress-related injuries caused by a job. The District's workers' compensation program is self-insured, meaning that the District pays for all claims. Claims are managed by a third party administrator, Sedgwick CMS.

What are the immediate steps to take when an employee is injured at work?

When an injury occurs, the administrator's immediate responsibilities include:

1. **Assistance with getting medical care**
 - a. Call 911 in an emergency situation.
 - b. In a nonemergency situation, assist the employee in locating a Medical Provider Network (MPN) doctor for initial treatment. The MPN is a state-approved network of physicians that provide medical care for workers' compensation injuries/illnesses. An injured employee must receive medical care from an MPN provider, unless the employee had predesignated a personal physician prior to the injury. Once a provider is identified, the administrator completes the [medical authorization form](#), Attachment A to the Reference Guide, and a [temporary pharmacy card](#), Attachment B to the Reference Guide.
2. **Providing the [Workers' Compensation Claim Form](#)** (State of California, DWC1)

The state requires that the claim form, Attachment C, be given to the injured employee within 24 hours' notice of a work-related injury/illness. The employee fills out the top of the form and returns it to the administrator who completes the employer section. The original is then sent to Sedgwick, the District's claims administrator, with a copy to the employee and a copy for the worksite.
3. **Investigating the injury**

Complete the Injury/Incident Investigation Report on the ISTAR system as soon as possible.
4. **Reporting the Injury/Illness to Sedgwick, the District's Claims Administrator**
 - a. If an injury only requires first aid, a report is not required.
 - b. Report an injury/illness if it involves lost time from work and/or medical treatment. The District recommends completing Attachment D, Workers' Compensation Injury Report Worksheet, prior to calling in the claim. Call the Sedgwick National Intake Center at 800.528.7392 to provide information about the injury/illness. At the end of the call, the intake operator will give you a claim number which is to be recorded on the worksheet for future reference.

See additional required actions in [Ref-1279.1](#).

*Unit J Members, here is a link to your
2015-2016 Salary Schedule:*
[UNIT J SCHEDULE](#)



Congratulations are extended to the students, staff and parents of Harbor Teacher Prep Academy (**Jan Murata**, Principal) and Sotomayor School of History and Dramatic Arts (**Dr. Elsa Mendoza**, Principal). Both schools made *Newsweek Magazine's* 2015 list of the top 500 high schools in the country that are beating the odds. According to *Newsweek's* website, "The Beating the Odds list seeks to identify schools that do an excellent job of preparing their students for college while also overcoming the obstacles posed by students at an economic disadvantage." The schools ranked number 146 and 282, respectively, and both met the magazine's equity measure of helping low-income students score at or above average on state assessments.

INFORMAL GRIEVANCE PROCESS

Site administrators should have received a memorandum from **Leticia Figueroa**, Assistant Chief Human Resources Officer, regarding the new informal grievance process that is now part of the agreement with UTLA. Procedures are outlined in the memo. AALA members need to be aware that before a formal grievance can be filed, both parties must first attempt to resolve the problem by means of an informal conference with the grievant's immediate supervisor. The grievant has the option of attending the conference with or without the Chapter Chair or another representative; however, if he/she plans to have a representative, the administrator must be informed and given the person's name and title. If the grievant brings someone from the same site as a representative, the administrator may have a coadministrator or the SAA attend the conference as well. If the grievant's representative is not from the site, administrators are advised to contact their Staff Relations Field Director.

Please be advised that according to UTLA, it was never the Union's intent for members to enter this process without representation; however, the District's aim was to simplify the process and try to resolve the issue by involving the teacher and the administrator only. The memorandum can be accessed here: [Informal Grievance Process](#).

USE OF DISTRICT COMPUTERS

The District issued on August 20, 2015, Bul-999.11 *Responsible Use Policy (RUP) For District Computer and Network Systems*. Administrators are advised to review the bulletin carefully and complete all required actions. An article in *LA School Report* indicated that the LAUSD Inspector General is investigating as many as 100 employees who may have been using District computers to set up accounts on the unauthorized website, ashleymadison.com. As cited in the Bulletin, all employees should be reminded that *the District reserves the right to monitor users' online activities and to access, review, copy and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email... misuse may also lead to disciplinary and/or legal action against employees, including personnel action and/or criminal prosecution by government authorities.*

Here is a link to the Bulletin for your convenience: [Responsible Use Policy](#).

ASPIRING PRINCIPALS PROGRAM (APP)

The Aspiring Principals Program (APP) is a cohort-based professional development opportunity provided by the Professional Learning and Leadership Development Branch for District employees who aspire to assume the role of principal in the near future. The program is designed to provide targeted sessions aligned to the LAUSD School Leadership Framework in the areas of instructional and operational data-driven leadership.

The APP sessions will be held bi-weekly on Wednesday from 5:00 p.m. to 8:00 p.m. at the LAUSD Headquarters, 333 S. Beaudry Avenue, on the 19th floor in Room 123. Applications are available now and are due in the Administrator Development Unit by 5:00 p.m. on Friday, September 25, 2015. All eligible applicants will be invited to participate in a rigorous selection process at their Local District office in October. The APP sessions will begin in November and continue through May. Please refer to [MEM-6556.0](#) for additional information and application instructions.

For questions, please call the Administrator Development Unit at 213.241.6608 or email **Esther Kim**, Administrative Coordinator, at ekim01@lausd.net.

NOTED EDUCATION RESEARCHER DEBUNKS COMMON BELIEFS ABOUT EDUCATION REFORM

Dr. John Hattie, Director of the Melbourne Education Research Institute, works with over 7,000 schools worldwide and is well-known in the area of education research. Pearson Education recently published a paper by Dr. Hattie titled *What Doesn't Work in Education: The Politics of Distraction* in which he examines studies involving more than 250 million students and finds that some of the most common solutions to improve education haven't proven to work that well. He says that the most universal policy ideas for education reform: (1) achievement standards; (2) achievement tests; (3) school choice; (4) smaller class size; and (5) more money, really have little effect.

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REFORM (Cont.)

Dr. Hattie says that instead of setting minimum standards for all students, schools should focus on growth and progress for each student, no matter where he or she starts. High-performing countries give fewer standardized tests and he suggests that teachers should use tests for immediate feedback to improve their pedagogy. School choice is shown to have little effect once economic background is factored in. His alternative is to give parents the option to select their child's teacher. While Dr. Hattie says that reducing class size can be positive, it can be more effective when teachers are coached in ways to actually take advantage of it. Several countries that outscore the U.S. spend thousands of dollars less per child than does the United States, leading him to conclude that more money is not a panacea.

To read the entire paper, click here: <https://www.pearson.com/hattie/distractions.html>.

CALENDAR

EVENT	DATE	CONTACT
Team HEAL Afternoon of Jazz at the Millennium Biltmore Hotel	August 29, 2015 1:00 p.m. – 6:00 p.m.	teamheal@thetoddgroup.net
HISPANIC HERITAGE MONTH STUDENT ATTENDANCE MONTH	September 1 – 30, 2015	
Admissions Day Observed <i>(The actual day that California became the 31st state in the nation was September 9, 1850)</i>	September 4, 2015	
Labor Day	September 7, 2015	
EAPO Meeting at Pickwick Gardens	September 10, 2015 7:30 a.m. – 12:30 p.m.	Dr. Sylvester Harris , 213.484.0326 or sylvester.harris@lausd.net
Unassigned Day	September 14, 2015	
AMAE Scholarship Luncheon at The Cities Restaurant	September 16, 2015	Antonio Camacho , acamacho1950@sbcglobal.net
AAPA Fall Social at Golden Dragon Restaurant	September 16, 2015 5:00 p.m. – 8:00 p.m.	Jumie Sugahara , ljs1713@lausd.net or click HERE
EPO Meeting at Pickwick Gardens	September 18, 2015	Heather Lower-Lowe , 323.269.0415 or hlowe@lausd.net
AALA Executive Board Meeting	September 21, 2015 4:30 p.m.	Gema Pivaral , 213.484.2226
Unassigned Day	September 23, 2015	
COBA Opening Meeting at The Foundation Center	September 24, 2015 5:30 p.m.	Josephine Ruffin , josephineruffin@sbcglobal.net
Native American Day	September 25, 2015	
DEADLINE FOR APPLICATIONS TO ASPIRING PRINCIPALS PROGRAM	September 25, 2015 5:00 p.m.	Esther Kim , ekim01@lausd.net

ADVANCE YOUR CAREER WITH AN ED.D. IN EDUCATIONAL LEADERSHIP FOR SOCIAL JUSTICE FROM LOYOLA MARYMOUNT UNIVERSITY'S SCHOOL OF EDUCATION

As the highest level practitioner degree program in education, the LMU Ed.D. program prepares superintendents, principals, policymakers and leaders of nonprofit and community organizations to drive socially just change and make a difference in schools and communities. LMU's innovative 3-year program is designed for working professionals and is distinguished by its emphasis on social justice and the integration of theory and practice. LMU doctoral students set their own research agendas focused on social justice issues important to them and relevant to the real world of schools and communities. All doctoral students benefit from generous scholarship support and individualized attention from LMU faculty and staff.

Take the first step toward becoming a transformative leader for social justice. Attend an information session at Loyola Marymount University or join us virtually for an online information session. Get more information and RSVP at <http://soe.lmu.edu/doctoralinfo>.

Apply online by January 25, 2016. Questions? Contact the LMU Doctoral Center at 310.338.7449 or doctoral@lmu.edu.



National University
School of Education

Positions Available
in the Los Angeles Basin, San Fernando
Valley and Central Coast for
Retired Administrators/Educators as
University Student Teacher/University Internship Supervisor

For more information contact: Dr. Earl Barner, Regional Clinical Practice Coordinator, at 310.662.2045 or ebarner@nu.edu.

ASSOCIATED ADMINISTRATORS OF LOS ANGELES

"Celebrating 34 Years of Exemplary Leadership"

ANNUAL FALL RECEPTION

Honoring AALA Members

INVITED GUESTS INCLUDE: ALL ACTIVE and ALUMNI AALA MEMBERS, BOARD MEMBERS, SUPERINTENDENT RAMON CORTINES and FRIENDS

DATE: WEDNESDAY, SEPTEMBER 30, 2015
TIME: 4:30 P.M. – 7:30 P.M.
LOCATION: THE CENTER AT CATHEDRAL PLAZA
555 WEST TEMPLE STREET
LOS ANGELES, CA 90012
(Complimentary parking)

ENJOY HORS D'OEUVRES and BEVERAGES
while
RECONNECTING WITH FRIENDS and COLLEAGUES
and
GREETING OUR SPONSORS!

PLEASE RSVP by September 25, via EMAIL: gpivaral@aala.us;

PHONE: 213.484.2226; or FAX: 213.484.0201

Name _____ Phone _____

Location _____ Email _____

POSITIONS AVAILABLE



Note to Applicants: Please be advised that you are responsible for making sure all the District requirements have been met. Do not contact AALA for information regarding positions; for detailed requirements for positions and employment updates use the contact phone number provided in the announcement or visit the District website at <http://www.lausdjobs.org> (classified) or <http://achieve.lausd.net/Page/1125> (certificated).

Employees who change basis during the school year may not earn a full year of service credit and annualized employees who change their basis during the year may sustain an annualized settlement.

CERTIFICATED, SCHOOL-BASED

ASSISTANT PRINCIPAL, SECONDARY

Hollenbeck Middle School, Partnership L.A., MST 40G, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Margery Weller** at 213.201.2000, ext. 248, or Margery.Weller@partnershipla.org. Application deadline is 5:00 p.m., Tuesday, September 8, 2015.

Olive Vista Middle School, Local District Northeast, MST 40G, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Veronica Arreguin**, Director, at 818.252.5400 or varre3@lausd.net. Application deadline is 5:00 p.m., Friday, September 11, 2015.

Gompers Middle School, Partnership L.A., MST 39G, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Margery Weller** at 213.201.2000, ext. 248, or Margery.Weller@partnershipla.org. Application deadline is 5:00 p.m., Thursday, September 3, 2015.

ASSISTANT PRINCIPAL, ELEMENTARY

Serrania Charter for Enriched Studies and Woodland Hills Charter for Enriched Studies, Local District Northwest, MST 38G, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Yolanda Guerra**, Director, at 818.654.3600. Application deadline is 5:00 p.m., Friday, September 11, 2015.

CERTIFICATED, NON-SCHOOL-BASED

COORDINATOR, READINESS & INSTRUCTIONAL TECHNOLOGY INTEGRATION

Instructional Technology Initiative, Division of Instruction, MST 43G, Temporary Adviser, A Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Yadira Soltero** at yadira.soltero@lausd.net. Application deadline is 5:00 p.m., Wednesday, September 9, 2015.

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COORDINATOR, LITIGATION

Due Process Department, Division of Special Education, MST 40G, Temporary Adviser, A Basis, multiple positions. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Diana Massaria**, Administrative Coordinator, at 213.241.6701. Application deadline is 5:00 p.m., Monday, September 14, 2015.

SPECIALIST, RESEARCH AND RESOLUTION

Due Process Department, Division of Special Education, MST 38G, Temporary Adviser, A Basis, multiple positions. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Diana Massaria**, Administrative Coordinator, at 213.241.6701. Application deadline is 5:00 p.m., Monday, September 14, 2015.

SPECIALIST, LEAST RESTRICTIVE ENVIRONMENT

Division of Special Education, MST 38G, Temporary Adviser, E Basis, 3 positions. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Lisa Kendrick** at 213.241.6701 or lisa.kendrick@lausd.net. Application deadline is 5:00 p.m., Friday, September 11, 2015.

SPECIALIST, LITERACY DESIGN COLLABORATIVE i3 GRANT

Division of Instruction, MST 37G, Temporary Adviser, E Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Jaimi Krielaart** at jaimi.krielaart@lausd.net. Application deadline is 5:00 p.m., Friday, September 11, 2015.

CLASSIFIED

WAN SPECIALIST II

Information Technology Division, \$66,300 - \$95,100, 12-month position. For more information and application procedures, please click [HERE](#). Application deadline is Monday, September 14, 2015.

PREVIOUSLY ANNOUNCED POSITIONS

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>ADMINISTRATOR</i> MST 46G, A Basis	Division of Adult and Career Education	Donna Brashear , Executive Director, 213.241.3151	5:00 p.m. Friday August 28, 2015 or until filled
<i>PRINCIPAL, ELEMENTARY</i> MST 41G, E Basis	Kentwood ES, Local District West	Pam Marton , Director, 310.914.2100	5:00 p.m. Friday August 28, 2015
<i>PRINCIPAL, SECONDARY</i> MST 48G, E Basis	Taft Charter HS, Local District Northwest	Joseph Nacorda , Director, 818.654.3600	5:00 p.m. Monday August 31, 2015

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CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>COORDINATOR, COORDINATED EARLY INTERVENING SERVICES</i> MST 41G, A Basis, 2 positions	Division of Special Education	Jaclyn Tolj, jaclyn.tolj@lausd.net	5:00 p.m. Monday August 31, 2015
<i>ASSISTANT PRINCIPAL, SECONDARY</i> MST 40G, B Basis	Vista MS, Local District Northeast	Kimberly Noble, Secondary Instructional Director, 818.252.5400	5:00 p.m. Monday August 31, 2015
<i>SPECIALIST</i> MST 38G, E Basis	Charter Operated Programs, Division of Special Education	Sydney Quon, Director, 213.241.6701 or sydney.quon@lausd.net	<u>EXTENDED</u> 5:00 p.m. Tuesday September 1, 2015
<i>COORDINATOR, SPEECH AND LANGUAGE</i> MST 42G, A Basis	Related Services Department, Division of Special Education	Deborah Rubenacker, Director, 213.241.6200	12:00 p.m. Wednesday September 2, 2015
<i>ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES</i> MST 41G, B Basis	Woodrow Wilson HS, Local District East	Christina Rico, Director, 323.224.3100	<u>EXTENDED</u> 5:00 p.m. Wednesday September 2, 2015
<i>COORDINATOR, SECONDARY MATHEMATICS PROGRAM</i> MST 41G, E Basis	Local District South	Michelle Thomas, michelle.thomas@lausd.net	5:00 p.m. Thursday September 3, 2015
<i>PRINCIPAL, OPPORTUNITY HS</i> MST 42G, E Basis	Richard Alonzo CDS, Local District West	Dr. Felipe Velez, Director, 310.914.2100 or felipe.velez@lausd.net	<u>EXTENDED</u> 5:00 p.m. Friday September 4, 2015
<i>SPECIALIST, MEDI-CAL COMPLIANCE</i> MST 38G, E Basis, 2 positions	Related Services Department, Division of Special Education	Lisa Jordan, Administrative Coordinator, 213.241.6200	<u>EXTENDED</u> 12:00 p.m. Monday September 14, 2015
<i>SPECIALIST, SPEECH & LANGUAGE PROGRAM</i> MST 38G, E Basis, 3 positions	Related Services Department, Division of Special Education	Lisa Jordan, Coordinator, 213.241.6200	<u>EXTENDED</u> 12:00 p.m. Wednesday September 16, 2015
CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>DIRECTOR OF TREASURY/CAPITAL FUND COMPLIANCE</i> \$106,200 - \$131,556, 12-month position	Office of the Chief Financial Officer	Please click HERE	Friday August 28, 2015
<i>DEPUTY CHIEF FACILITIES EXECUTIVE</i> \$171,900 - \$214,200, 12-month position	Facilities Services Division	Please click HERE	Monday August 31, 2015

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CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>FACILITIES FINANCIAL OPERATIONS MANAGER</i> \$97,700 - \$120,900, 12-month position	Program Support Services Branch, Facilities Services Division	Please click HERE	Wednesday September 2, 2015
<i>CHARTER SCHOOLS OPERATIONS COORDINATOR</i> \$90,732 - \$112,344, 12-month position	Charter Schools Division	Please click HERE	Friday September 11, 2015
<i>.NET DEVELOPER</i> \$82,400 - \$102,500, 12-month position	Information Technology Division	Please click HERE	Thursday December 31, 2015
<i>SENIOR PROGRAMMER ANALYST, ORACLE</i> \$79,900 - \$99,400, 10-, 11- or 12-month position	Information Technology Division	Please click HERE	<u>EXTENDED</u> Until Filled
<i>PROGRAMMER ANALYST, ORACLE</i> \$69,300 - \$96,400, 10-, 11- or 12-month position	Information Technology Division	Please click HERE	<u>EXTENDED</u> Until Filled