

UPDATE

www.aala.us

Week of March 25, 2019

AAALA ADMINISTRATORS OF THE YEAR 2019

Five exemplary administrators, one from each AALA department (Adult, Elementary, Secondary, School Support Administrators, Unit J), will be honored as AALA Administrators of the Year 2019 and presented a \$500 stipend from the California Credit Union by **Gloria Rogers**, Vice President, School and Community Development. The stipend is to be used to help support an LAUSD student program or activity, which can also include a donation to Friends of AALA.

The selected administrators will be recognized at the Los Angeles Unified School District Board of Education meeting on April 30 and publicized in the *AAALA Update* and on the AALA website. In addition, the selected honorees will be presented on May 23, 2019, at the AALA Scholarship and Community Awards Banquet at the Millennium Biltmore Hotel.

ELIGIBILITY REQUIREMENTS

1. Three (3) years as an administrator/supervisor for LAUSD
2. AALA active member

SELECTION CRITERIA

1. Possesses a strong vision for their school/office/position, and displays organizational skills that will lead to achieving the vision
2. Exhibits visibility to school and work colleagues
3. Promotes a collaborative, inclusive culture
4. Serves as a role model for school community and/or work location colleagues
5. Skilled in nurturing and developing effective staff members
6. Possesses strong verbal and written communication skills
7. Displays consistency and fairness
8. Possesses a sense of humor

AAALA members in good standing can self-nominate or submit the name of a colleague. The completed nomination form (click [HERE](#)) is to be returned via email by Friday, April 12, 2019, to **Javier Melendez** at jmelendez@aala.us.

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UNIT J STATE DISABILITY INSURANCE SURVEY

Unit J members were asked to complete a survey last week regarding their interest in having the Unit J Bargaining Team propose the addition of state disability insurance (SDI) to the current contract negotiations with the District. The SDI program, if adopted, would provide 52 weeks of partially paid leave for nonwork-related injuries after members exhaust all their illness days and are on half pay for seven days. Unit J members would be required to contribute 1% of their monthly salary after taxes. Of the Unit J members in good standing who completed the survey, sixty-one percent voted no and thirty eight percent voted yes. The Unit J Bargaining Team will be discussing next steps at its March 21 caucus. Below are some comments received from those voting:

- Please! Absolutely. Obtaining the insurance on our own is a bit tedious and complex and can be more expensive (up to 3%).
- Not needed, as we have to exhaust all illness first.
- 1% is cheaper than post-tax private disability insurance.
- We already have extensive leaves.
- Other unions pay SDI based on job classification. If employees in specific jobs are more prone to “disability”... it may be beneficial for those jobs and not all jobs in Unit J.
- I will be paying \$100 per month based on gross.
- This is important insurance to have, you never know when you might need it.
- I respect that there are those who have accumulated a lot of full paid time off who don’t need this; however, those people may soon retire.
- No need for including SDI. It doesn’t make sense to include it in contract just for sake of few employees who foresee that they will need this benefit.
- Yes, it is needed. And, so as not to deprive those who need it, an opt-out mechanism would be good for those who have tons of illness time and don’t want SDI. If opt out is possible in other areas, why not here? What is rationale to 100% participation, when opt out is possible? This coverage is needed.

HEALTHCARE FAQs— WHICH EMPLOYEE LEAVES ARE JOB-PROTECTED?

What is FMLA?

The Family Medical Leave Act, under the Department of Labor, provides qualifying employees with up to 12 work weeks of unpaid, job-protected leave a year, with continuation of full health benefits. In California, employees are also protected under the California Family Rights Act (CFRA), which requires employers to continue other benefits, such as seniority accrual and return rights. Job protection includes no criticism, discrimination, or disciplinary action for the exercise of FMLA/CFRA rights. This FAQ provides a brief overview of FMLA requirements.

What should administrators/supervisors know about FMLA/CFRA?

Administrators/supervisors have the responsibility to recognize an employee’s need for protected absences or leaves, even if the employee does not request or even mention Family Medical Leave Act (FMLA) protection. Information and resources, including forms required for FMLA/CFRA, are available on the District’s [FMLA website](#) and in the policy bulletin, [BUL-1205.4](#), dated February 28,

FAQs (Cont.)

2019. Information is also available in [AALA's Contract](#), in Article XI: Leaves and Absences, Section 16.0 (pages 54-58).

Who is eligible for FMLA/CFRA?

Eligibility extends to an employee who has been employed for at least 12 months and who has served for at least 130 workdays or 1,250 hours during the 12 months immediately preceding the effective date of the leave.

What specific reasons trigger eligibility for FMLA/CFRA?

- **Birth of employee's child (bonding or parental leave).** Leave must be completed before the child's first birthday.
- **Adoption or foster care.** Leave includes placement and bonding time; must be completed within one year after the child has been placed with the employee.
- **Serious health condition.**
 - To care for the employee's own serious health condition that makes the employee unable to perform one or more essential functions of the employee's job.
 - To care for an employee's son, daughter, parent, spouse, or domestic partner (CFRA only) who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care.
- **Military exigency.** Any qualifying exigency arising out of the employee's son's, daughter's, parent's, or spouse's active duty in the United States Armed Forces (or if such eligible family member has been notified of an impending call or order to active duty) in support of a contingency operation (FMLA only).

How do I know if any of my staff members (or I) might require FMLA protection and what should I do once I detect a need?

Administrators should review the FMLA/CFRA [Administration Checklist](#) when a potential need for FMLA/CFRA protected leave is identified. The checklist provides a five-step protocol to ensure that an employee's FMLA rights are protected. According to the District, some warning signs of potential need for FMLA include:

- More than three (3) consecutive days of absence or days off to care for a qualifying family member's serious illness
- A chronic health condition
- Hospitalization, surgery, or multiple doctor's visits
- A medical reason being given for being late, leaving early, or absent

Does unpaid leave mean that employees can't use accrued sick leave days or vacation time?

Depending on the reason for the FMLA leave, an employee may have the option or be required to use any available vacation, full-pay illness, or half-pay illness times.

Where can I go for additional information?

You may contact the District's FMLA Programs at 213.241.3954, or send an email to fmla@lausd.net.

2018/2019 ANNUAL FORM 700 DUE APRIL 2

ALA thanks **Darlene Vargas**, Ethics Officer, for providing this information.

Administrators and other school-site filers are reminded that the annual state-mandated *Statement of Economic Interests* (Form 700) filing deadline is fast approaching. The 2018/2019 Annual Form 700 is due **Tuesday, April 2, 2019**. Principals are asked to remind other school-site filers of their filing obligation as well. School-site filers include: assistant principals, senior financial managers, financial managers, coordinators, and specialists (only coordinators and specialists with financial responsibilities). All filers can access the materials needed to complete the filing by visiting the “Form 700 Center” on the Ethics Office website, <https://achieve.lausd.net/Page/14313>, which includes help tools and blank forms. The Ethics Office has created Form 700s specific for each Local District, to assist school-site filers in accurately completing their filings.

Send the original signed Form 700 to the Ethics Office via U.S. or school mail. Please remember that by law, faxed or electronic copies cannot be accepted. Lastly, leaving or retiring employees must also complete a Leaving Office Form 700 before exiting LAUSD. Please contact the Ethics Office with any questions at 213.241.3330.

REMINDERS REGARDING COMMENCEMENT ACTIVITIES

Legal Brief

As we near the close of the school year, school communities will celebrate with culmination and graduation activities. Please refer to Reference Guide No. 1303.3, *Commencement Guidelines*, for policies and procedures regarding commencement activities. The following are some key points to keep in mind:

- Be sure to notify any families of students who have not met the requirements to participate in the culmination or graduation ceremony and/or related activities. Criteria and notice requirements are outlined in Reference Guide No. 1303.3.
- If you have a student who wishes to appeal a grade, please follow Bulletin No. 1926.2, *Request to Change a Pupil's Grade*. Appeal forms and response forms are included in the bulletin.

Grad Night activities are not sponsored by the District. These activities are typically sponsored by the PTA, PTO, booster club, or other approved parent group or organization. Information distributed about Grad Night should be clearly issued from the sponsoring organization, not the school. School administrators should ensure that families understand this is not a school-sponsored activity by notifying parents. The nonsponsored field trip template letters in Reference Guide No. 2111.1, *Field Trip Handbook*, can be used for this notification.

- **Any District employee who undertakes participation in a nonsponsored field trip is to be informed verbally and in writing by the school principal that he/she does so strictly in his/her personal capacity and not as a District employee (Attachment A).** The employee is asked to sign the acknowledgement at the bottom of the written notification.

COMMENCEMENT (Cont.)

- **Parents of students planning to participate in such extracurricular trips or school club trips are informed in writing that the District assumes no liability in connection with the trip** (Attachments B, C, D, & E).

Travel companies often contact students regarding class trips. These trips, which typically take place during the summer, are not school-sponsored or District-sponsored, even if a District employee participates as a private citizen. Similar to Grad Night activities, administrators should ensure that families understand this is not school-sponsored. Again, schools may use the unauthorized field trip template letter in the *Field Trip Handbook* to notify families.

This LAUSD Legal Brief is for information only and does not constitute legal advice. Please contact the Office of the General Counsel to determine how this information may apply to your school's specific facts and circumstances.

SECONDARY STUDENTS CAN APPLY TO BE ON THE SUPERINTENDENT'S STUDENT ADVISORY COUNCIL

The Student Empowerment Unit is seeking applicants for the Superintendent's Student Advisory Council (SSAC). The SSAC acts as a liaison between the Superintendent, Student Board Member, and LAUSD students. SSAC members share information with students at their school sites and share students' views of the performance and operations of LAUSD with the Superintendent and the Board of Education. Members of the SSAC attend meetings approximately six times per year. Click on the links below to obtain more information about the position and the application.

- [2019-20 SSAC Application](#)
- [2019-20 SSAC Middle School Flyer](#)
- [2019-20 SSAC High School Flyer](#)

The deadline for applications is May 10, 2019. For questions, please email or call **Dr. Brenda Manuel** at brenda.manuel@lausd.net or 213.481.3317.

SCHOLARSHIP OPPORTUNITY

The Southern California Gas Company has partnered with the Latino Equality Alliance to offer a \$5,000 scholarship for students graduating from high school or transferring from a community college to a university who are interested in science, technology, engineering, or math. Interested students may obtain more information and apply at bit.ly/STEMSCHOLAR. Application deadline is Monday, April 8, 2019.

SOCIAL EMOTIONAL LEARNING PROFESSIONAL DEVELOPMENT

The Division of Instruction is offering a six-hour Saturday professional development for elementary teachers and administrators who wish to learn more about Social Emotional Learning at different sites during April and May. With their director's approval, administrators at **Title 1 sites** who attend this

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SEL (Cont.)

training are eligible for **6 hours of pay at their regular rate**. The funding for this is provided by the Division of Instruction. Administrators who attend may decide that the information is useful and wish to have a presentation for their staff members. For more information, click [HERE](#).



Celebrating educators who make a difference in their students' lives! Voya Financial® understands the need to recognize those educators who are raising the bar in the classrooms, which is why we want to tell you about the Voya Unsung Heroes awards program. One hundred grants from \$2,000 to \$27,000. Now there's a reason to cheer! Click [HERE](#) to learn more about the program and to access the online application.

CALENDAR

EVENT	DATE	CONTACT
MARCH IS AMERICAN RED CROSS, ARTS EDUCATION, MULTIPLE SCLEROSIS AWARENESS, MUSIC IN OUR SCHOOLS, MIDDLE LEVEL EDUCATION, NUTRITION, SOCIAL WORK, AND WOMEN'S HISTORY MONTH		
Women In Leadership Summit at Garfield High School	March 23, 2019 8:00 a.m. – 2:00 p.m.	Frances Baez , frances.baez@lausd.net
COBA General Membership Meeting at Crenshaw High School	March 27, 2019 5:30 p.m. – 7:30 p.m.	Josephine Ruffin , 323.296.2040 josephineruffin@sbcglobal.net
APSCO Meeting at Local District East (Required)	March 28, 2019 8:00 a.m. – 11:30 a.m.	Karen Fattal , 818.505.2225 or kfattal@lausd.net
Social Emotional Learning Professional Development at Strathern ES	March 30, 2019 8:00 a.m. – 3:00 p.m.	Holly Clark , 213.241.5333 or hhc1820@lausd.net

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**APRIL IS AUTISM AWARENESS, BILINGUAL/MULTILINGUAL LEARNER
ADVOCACY, CHILD ABUSE PREVENTION, FINANCIAL LITERACY,
JAZZ APPRECIATION, MATHEMATICS AWARENESS, POETRY,
SCHOOL LIBRARY, AND SEXUAL ASSAULT AWARENESS MONTH**

EVENT	DATE	CONTACT
CESAR CHAVEZ BIRTHDAY OBSERVED	April 1, 2019	
ADULT EDUCATION WEEK	April 1 – 5, 2019	
Form 700 Due to Ethics Office	April 2, 2019	213.241.3330
Middle School Principals' Meeting at TBD	April 3, 2019 7:30 a.m. – 12:00 p.m.	Dr. L. Gail Garrett , 323.541.1800 or lgarrett@lausd.net
Special Education Principals' Meeting at Beaudry 17-117	April 4, 2019 8:00 a.m. – 4:30 p.m.	Melissa Winters , 213.749.8310 or mrw4766@lausd.net
LOOC <i>Becoming an Autonomous School Workshop</i> at Gardner Street ES (West Hollywood)	April 4, 2019 4:00 p.m. – 6:30 p.m.	Maria Elena Rico-Aguilera , 213.241.3077
AEMP-AMAE <i>Parents As Partners Conference</i> at Lizarraga ES	April 6, 2019 8:00 a.m.	Antonio José Camacho , 301.251.6306 or acamacho1950@sbcglobal.net
NATIONAL LIBRARY WEEK	April 7 – 13, 2019	
WEEK OF THE YOUNG CHILD	April 8 – 12, 2019	
LOOC <i>Becoming an Autonomous School Workshop</i> at Local District East, PLC Room	April 8, 2019 4:00 p.m. – 6:30 p.m.	Maria Elena Rico-Aguilera , 213.241.3077
CalSTRS Workshop at Nevin ES, Auditorium	April 11, 2019 4:00 p.m. – 5:30 p.m.	Maria Voigt , 213.241.6365 or Register HERE
LOOC <i>Becoming an Autonomous School Workshop</i> at Roscoe Professional Development Center	April 11, 2019 4:00 p.m. – 6:30 p.m.	Maria Elena Rico-Aguilera , 213.241.3077
Adult School Principals' Meeting at East L. A. Skills Center	April 12, 2019 8:00 a.m. – 3:00 p.m.	
CalPERS Benefits Education Event at Torrance Marriott	April 12 - 13, 2019	www.calpers.ca.gov
SPRING BREAK	April 15 – 19, 2019	
Organization of Early Education Center Administrators' Meeting at Beethoven EEC (Required)	April 19, 2019 9:00 a.m. – 1:00 p.m.	Dr. Ayanna Davis , 323.357.7790 or ayanna.davis@lausd.net
ADMINISTRATIVE PROFESSIONALS WEEK	April 22 – 26, 2019	



Register by March 29th, 2019

The LAUSD Homeless Education Program is seeking sponsors for our graduating seniors experiencing homelessness.

As graduation season approaches, help our students celebrate their accomplishments by sponsoring their senior graduation package and activities.



homelesseducation.lausd.net

Student Support Programs



(213) 202-7581





MICHAEL D. EISNER
COLLEGE OF EDUCATION

**Advancement Opportunities:
Want to Become a K-12 Administrator?**

The Department of Educational Leadership & Policy Studies, California State University, Northridge is pleased to announce the next cohorts of its program for the attainment of the Preliminary Administrative Services Credential (PASC) and Master's Degree in Educational Administration starting FALL 2019. Classes begin the week of August 26, 2019.

Please Join Us at One of Our Upcoming Informational Meetings:

SAN FERNANDO VALLEY

- ***San Fernando High School*** – A Thursday Night Cohort
1113 O'Melveny Ave., San Fernando
Info Meetings: 4:00 p.m., Thursday, April 11, 2019 and Thursday April 25, 2019
Meeting Room: Room 112; first classroom on the left as you enter the parking lot.
- ***LAUSD - LD Northwest Administrative Office*** – A Wednesday Night Cohort
6621 Balboa Blvd., Lake Balboa
Info Meetings: 4:30 p.m., Wednesday, April 10, 2019 and Wednesday April 24, 2019
Meeting Room: Conference Room K, adjacent to front parking lot.
- ***California State University, Northridge (CSUN)*** – Wednesday AND Thursday Night Cohorts
18111 Nordhoff St., Northridge
Info Meetings: 4:00 p.m., Thursday, April 4, 2019, on Monday, April 8, 2019, Thursday, April 18, 2019, and Monday, April 22, 2019.
Meeting Room: ED 1214/1216 in the Michael D. Eisner College of Education Building.

NORTH HOLLYWOOD

- ***James Madison Middle School*** – A Monday Night Cohort
13000 Hart St., North Hollywood
Info Meetings: 4:00 p.m., Monday, April 8, 2019, and Monday, April 29, 2019
Meeting Room: Staff Lounge located near the front entrance of the school.

LOS ANGELES

- ***John Burroughs Middle School*** – A Wednesday Night Cohort
600 S. McCadden Pl., Los Angeles
Info Meetings: 4:00 p.m. on Wednesday, March 27, 2019 and Tuesday, April 9, 2019
Meeting Room: Room 126; turn into school driveway off 6th St., parking is available adjacent to room

Public, Private, and Charter School Educators are All Welcome!

Please visit our website at <http://www.csun.edu/education/elps>. For additional information, please contact jody.dunlap@csun.edu, or ricardo.sosapavon@csun.edu, or call the CSUN ELPS Office at 818.677.2591.

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

ADMINISTRATOR, COMMUNITY OF SCHOOLS

Local District South, MST 49G, School Support Administrator, A Basis, five positions. For more information, contact **Michael Romero**, Local District Superintendent, at 310.354.3400. Application deadline is 5:00 p.m., Wednesday, April 3, 2019.

ADMINISTRATOR, COMMUNITY OF SCHOOLS

Local District East, MST 49G, School Support Administrator, A Basis, five positions. For more information, click [HERE](#). Application deadline is 5:00 p.m., Thursday, April 4, 2019.

DIRECTOR, PUPIL SERVICES

Division of Student Health and Human Services, MST 45G, School Support Administrator, A Basis. For more information, contact **Yamilet Renderos** at yamilet.renderos@lausd.net. Application deadline is 5:00 p.m., Wednesday, April 3, 2019.

PRINCIPAL, ELEMENTARY

Community Magnet Charter School, Local District West, MST 41G, E Basis. For more information, contact **Karen G. Long**, Director, at 310.914.2100 or karen.long@lausd.net. Application deadline is 5:00 p.m., Thursday, April 4, 2019.

CLASSIFIED

DIRECTOR OF LEGISLATIVE AFFAIRS AND GOVERNMENTAL RELATIONS

Office of Government Relations, \$157,700 - \$184,000, 12-month position based in Sacramento. For more information, click [HERE](#). Application period is open until the position is filled.

DATABASE ADMINISTRATOR

Information Technology Division, \$101,147 - \$125,209, 12-month position. For more information, click [HERE](#). Application deadline is Friday, April 5, 2019.

SENIOR BUILDING PROJECT ESTIMATOR

Facilities Services Division, \$86,100 - \$107,300, 12-month position. For more information, click [HERE](#). Application deadline is Wednesday, April 10, 2019.

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CLASSIFIED (Cont.)

SUPERVISING FACILITIES COST ANALYST

Program Support Services Branch, Facilities Services Division, \$84,100 - \$104,200, 12-month position. For more information, click [HERE](#). Application deadline is Friday, April 5, 2019.

BUILDING PROJECT ESTIMATOR

Facilities Services Division, \$73,400 - \$91,500, 12-month position. For more information, click [HERE](#). Application period is open until the position is filled.

PREVIOUSLY ANNOUNCED POSITIONS

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>PRINCIPAL, EARLY EDUCATION CENTER</i> MST 38G, A Basis	95 th Street and Gardena EECs	Dr. Dean Tagawa , Executive Director, 213.241.0415	5:00 p.m. Friday March 22, 2019
<i>PRINCIPAL, EARLY EDUCATION CENTER</i> MST 38G, A Basis	97 th Street and 112 th Street EECs	Dr. Dean Tagawa , Executive Director, 213.241.0415	5:00 p.m. Friday March 22, 2019
<i>ASSISTANT PRINCIPAL, SECONDARY</i> MST 40G, B Basis	Edison MS, Local District South	Terry Ball , Director, 310.354.3400	4:00 p.m. Tuesday March 26, 2019
<i>COORDINATOR</i> MST 43G, A Basis	Innovation Office, Division of Instruction	Angelique Tinoco , angelique.tinoco@lausd.net	5:00 p.m. Thursday March 28, 2019
<i>COORDINATOR, SECONDARY MATHEMATICS PROGRAM</i> MST 41G, E Basis	Division of Instruction	Kristina Flowers , kristina.flowers@lausd.net	5:00 p.m. Thursday March 28, 2019
<i>PRINCIPAL, SCHOOL FOR THE DEAF & HARD OF HEARING</i> MST 42G, E Basis	Marlton School, Local District West	Dr. Candice Waters , Director, 310.914.2100 or candice.waters@lausd.net	<u>EXTENDED</u> 5:00 p.m. Friday March 29, 2019
<i>COORDINATOR</i> MST 42G, A Basis	Peer Assistance and Review Program, Human Resources Division	Kathryn Oh , 213.241.5501 or kathryn.oh@lausd.net	5:00 p.m. Friday April 5, 2019
CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>DEPUTY CHIEF BUILDING/CONSTRUCTION INSPECTOR</i> \$107,000 - \$133,500, 12-month position	Inspection Department, FSD	Click HERE	Friday March 22, 2019

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CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>FACILITIES FINANCIAL OPERATIONS MANAGER</i> \$105,700 - \$130,900, 12-month position	Program Support Services Branch, FSD	Click HERE	Friday March 29, 2019
<i>DATABASE SPECIALIST</i> \$106,677 - \$118,779, 12-month position	Information Technology Division	Click HERE	Wednesday April 3, 2019
<i>ASSISTANT BUDGET DIRECTOR</i> \$105,744 - \$130,920, 12-month position	Budget Serv. Branch, Budget Services and Fin. Planning Division	Click HERE	<u>EXTENDED</u> Wednesday April 3, 2019
<i>DIRECTOR OF LABOR RELATIONS</i> \$192,492 - \$204,948, 12-month position	Office of the General Counsel	Click HERE	When Filled
<i>CONSTRUCTION MANAGER</i> \$124,600 - \$155,000, 12-month position	Project Execution Branch, FSD	Click HERE	When Filled
<i>RESIDENT CONSTRUCTION ENGINEER</i> \$107,000 - \$132,500, 12-month position	Facilities Project Execution Branch, FSD	Click HERE	When Filled
<i>ORACLE DEVELOPER</i> \$99,500 - \$123,500, 12-month position	Information Technology Division	Click HERE	When Filled
<i>UNEMPLOYMENT CLAIMS COORDINATOR</i> \$87,608 - \$109,031, 12-month position	Unemployment Insurance Benefit Claims Unit	Click HERE	When Filled
<i>PROGRAM SCHEDULER</i> \$87,099 - \$108,064, 12-month position	Facilities Services Division	Click HERE	When Filled