Essential Classified Employee List 5.1.20

The following classifications are working remotely.
- Accountants
- Accounts Payable Clerks
- Accounting Technician
- Attendance Technician
- Budget Technicians
- Business Service Office Assistant
- Lead Payroll Technician
- Office Assistant II
- Payroll Technicians
- Procurement Specialists

The following classifications are being called in on an as needed basis.
- Store Clerk/Stores Receiving
- Accounts Payable Clerk I’s in Purchasing Department
- Procurement Specialists in Purchasing Department
- Digital Copy System Operator II
- Garment/Merchandise Graphic Operator
- Mail Warehouse Specialist
- Stockroom/Mailroom delivery driver

Communications

The following classifications are working remotely.

Early Childhood & Family Education

The following classifications are working remotely.
- Administrative Secretary I
- Office Assistant I
- Preschool Community Assistant
- Student Health Care Specialist

The following classifications are being called in on an as needed basis.

Facilities Planning

The following classifications are working remotely.

- Administrative Secretary II
- Budget Technician II

Family Resource Center
The following classifications are working remotely.

The following classifications are being called in on an as needed basis.

**Instructional Services**

**The following classifications are working remotely.**
- District Office Translators (and on call to come in when needed)
- Data Quality Technicians (from Research, Assessment & Evaluation)
- Assessment Technician
- Data Quality Technician - Technology Services
- Help Desk Analyst 1 (Aeries/CALPADS team)
- Help Desk Analyst 2 (Aeries/CALPADS team)
- Instructional Technology Technicians (will move to remote support after week of 4/6/20 distribution of devices)
- Learning Management System Specialist (will move to remote support after week of 4/6/20 distribution of devices)

**The following classifications are being called in on an as needed basis.**
- Help Desk Analyst I/II/III
- Administrative Secretary II
- Administrative Secretary I
- Instructional Technology Technicians
- Learning Management System Specialist

**Maintenance and Operations**

**The following classifications are working remotely.**

**The following classifications are being called in on an as needed basis. Starting May 4, 2020 most MOT classifications will be moving back to their pre-COVID19 hours and location.**
- Aquatic Facility Technician
- Aquatic Facility Operator
- Administrative Secretary I
- Administrative Secretary II
- Automotive Mechanic I
- Automotive/Welder Mechanic II
- Budget Technician I
- Business Machine Technician
- Carpenter
- Communications Trades Maintenance Worker
- Custodian
- Custodian Lead
- Custodial Operations Utility Worker
- Electrical and Building Automation Controls Technician
- Electronic Technicians
- Elementary Head Custodians
- Greenscape (all)
- Grounds Equipment Operator I and II
- Grounds Maintenance Workers
• Hardscape Technician
• HVAC&R and Building Automations Controls Technician
• Integrated Pest Management Specialist
• IPM Coordinator
• Irrigation Worker
• Lead Grounds Maintenance Workers
• Lead Irrigation Worker
• Locksmith
• Maintenance and Operations Specialist - Electronics Shop
• Maintenance and Operations Specialist - Fleet Services
• Maintenance and Operations Specialist - Special Maintenance
• Maintenance and Operations Specialist - Electrical
• Maintenance and Operations Specialist - HVAC & Preventative Maintenance
• Maintenance and Operations Specialist - Plumbing and Aquatic
• Maintenance and Operations Specialist - Carpentry Shop
• Maintenance and Operations Specialist - Paint Shop
• Maintenance Coordinator/Dispatcher (Work Control)
• Maintenance Utility Worker
• Mechanical Trades Maintenance Worker
• Painter
• Plumber
• Refuse Vehicle Operators
• Special Maintenance Worker
• Team Cleaning Custodians
• Transportation Assistant
• Transportation Lead Person

Nutrition Services
• All Nutrition Services staff are on call.

Personnel
The following classifications are working remotely.
• Credential Technician
• Human Resources Technician

The following classifications are being called in on an as needed basis.

Pupil Services/Special Education
The following classifications are working remotely.
• SAP Counselors
• NPA/NPS Technician
• Special Needs Occupational Therapist
• Administrative Assistant II - Special Education

The following classifications are being called in on an as needed basis.
• Administrative Secretary I (along with working remotely)
• Assistive Technology Technician (along with working remotely)
• Pupil Services Specialist - Transfers
• Pupil Services Technician

Risk Management
The following classifications are working remotely.
• Worker's Compensation Technician
• Employees Benefits Assistant
• Benefits Specialists

The following classifications are being called in on an as needed basis.

Site Support
The following classifications are working remotely.
• Community Assistant - Bilingual
• Office Assistants
• Registrar
• Sign Language Interpreter
• Transcriber – Visually Impaired
• Translator
• Assessment Technician (Riverside Adult School)
• Budget Technician I (Riverside Adult School)

The following classifications are being called in on an as needed basis.
• Principal Secretaries (along with working remotely)
• Accounting Assistant - High School
• Health Assistants
• Registrar (along with working remotely)

*List is subject to change