

All transfer and/or voluntary demotion requests are deemed confidential between the applicant and Personnel until such time that a transfer and/or voluntary demotion opportunity is available.

**Placentia-Yorba Linda USD**  
**CLASSIFIED EMPLOYEE TRANSFER AND/OR VOLUNTARY DEMOTION**  
**REQUEST**

As per the Master Classified Employment Agreement between PYLUSD and CSEA and its PYLUSD Chapter 293, the district shall attempt to fill vacancies in the following order:

- a. Transfer requests within the same classification and same hours as outlined in 12.7. (via this form)
- b. Voluntary demotion as outlined in 12.7.2 (via this form)
- c. Promotions as outlined in 12.10 (via Edjoin)

TRANSFER                       VOL. DEMOTION

LEGAL NAME: \_\_\_\_\_ EMPLOYEE #: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

# OF MONTHS: \_\_\_\_\_ # OF HOURS: \_\_\_\_\_

**ASSIGNMENT PREFERENCES:**

JOB TITLE:	# HOURS	# MONTHS	LOCATION

EXPERIENCE:

TRAINING:

ACCEPT                       DECLINE

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Employee

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Personnel Director

All transfer and/or voluntary demotion requests received by the Assistant Superintendent of Personnel shall be maintained for the duration of the current fiscal year, which shall end at the close of business on June 30.

## CLASSIFIED PAY RANGE

<b>CLERICAL SERIES</b>		<b>Range</b>
Attendance Clerk		23
Attendance Clerk - Bilingual		24
Clerk I		18
Clerk I - Bilingual		19
Clerk II		20
Clerk II - Bilingual		21
College and Career Technician		28
District Receptionist		24
District Receptionist - Bilingual		25
Health Clerk		18
Health Clerk - Bilingual		19
LVN - Health Services		23
Microfilm/Records Clerk		27
Senior Clerk		24
Senior Clerk - Bilingual		25

  

<b>CHILD CARE SERIES</b>		<b>Range</b>
Bilingual Preschool Paraeducator		16
Bilingual Preschool Educator		28
Bilingual Preschool Community Liaison		25
Child Care Infant Aides		8
Child Care Lead Teacher		25
Child Care Lead Teacher (SAPID)		25
Child Care Teacher I		16
Child Development Lead Preschool Teacher		25
Child Development Preschool Instructor		19

  

<b>CUSTODIAN SERIES</b>		<b>Range</b>
Athletic Equipment Attendant		25
Auditorium Technician		29
Custodian		28
Custodian Night Lead		36
Floor Maintenance Worker		29
Laundry Worker		28
Plant Coordinator I		29
Plant Coordinator II		30
Plant Coordinator Senior		32

  

<b>FISCAL SERIES</b>		<b>Range</b>
Account Clerk I		23
Account Clerk II		25
Account Clerk Senior		27
Accounting Technician I/II		29/32
Benefit Tech I/II		25/27
Buyer		29
Buyer/Project Specialist		35
Payroll Clerk		27
Purchasing Clerk		27
Purchasing Coordinator		27
Student Activities Finance Clerk		27

  

<b>FOOD SERVICES SERIES</b>		<b>Range</b>
Cook		19
Food Service Delivery Dr/Operations		29
Nutrition Services Program Technical Coordinator		33
Nutrition Services Program Technical Coordinator - Bilingual		34
Food Service Worker		12
Food Service Worker Senior		14

  

<b>GROUNDS SERIES</b>		<b>Range</b>
Grounds Equipment Mechanic		30
Grounds Equipment Operator		30
Groundskeeper I/II		24/26
Sprinkler Repair Worker		31

  

<b>INSTRUCTIONAL AIDE SERIES</b>		<b>Range</b>
Academy Tutor		16
Bilingual School Readiness Aide		16
Bilingual School Readiness Lead Teacher		25
Braille		28
Bus Attendant I		18
Child Development Aide		16
Computer Instructional Specialist		23
Computer Instructional Specialist - Bilingual		24
DHH Transcriber Specialist		28
Even Start Liaison - Bilingual		25
Instructional Aide		15
Instructional Aide - Bilingual		16
Instructional Handicap Technician		28
Language Development Aide		16
Language Development Assistant		17
Lead Academy Tutor		22
Sign Language Interpreter		26
Special Education Aide I		16
Special Education Aide I - Bilingual		17

  

<b>INSTRUCTIONAL AIDE SERIES continued.....</b>		<b>Range</b>
Special Education Aide II		18
Special Education Aide II-Specialized Physical Health Ca		19
Special Education Aide III		20
Speech & Language Pathology Assistant (SLPA)		28
Student Mother Program Aide		17
Translator/Interpreter		28

  

<b>Instructional Material/Library Series</b>		<b>Range</b>
Instructional Materials Clerk		22
Instructional Materials Sr. Clerk		24
Library/Media Asst - High School		23
Library/Media Asst - Middle School		19
Library/Media Tech - Bilingual		24
Library/Media Tech - Elementary		23
Library/Media Tech - Middle School		23

  

<b>MAINTENANCE SERIES</b>		<b>Range</b>
AV/Electronics Technician		36
Electrician		36
Facilities Maintenance Coord/Expeditior		36
Facilities Maintenance Crew Chief		36
Facilities Maintenance Worker		30
HVAC Crew Chief		38
HVAC Mechanic		36
Irrigation Specialist		36
Locksmith		36
Painter		36
Plumber		36
Senior Maintenance Worker		36

  

<b>REPROGRAPHICS</b>		<b>Range</b>
Offset Press Operator		28
Print Shop Assistant		23
Print Shop Crew Chief		36
Print Shop Technician		28

  

<b>SECRETARIAL SERIES</b>		<b>Range</b>
Office Coord Trans R92 - Generic R90 - MO R91		30
Office Coordinator - Bilingual		31
School Secretary I		30
School Secretary I - Bilingual		31
School Secretary II		31
School Secretary II - Bilingual		32
School Secretary Senior		32
School Secretary Senior - Bilingual		33
Secretary I		28
Secretary I - Bilingual		29
Secretary II		31
Secretary II - Bilingual		32
Secretary Senior		32
Secretary Senior - Bilingual		33

  

<b>SECURITY SERIES</b>		<b>Range</b>
Campus Supervisor		17
School/Community Student Advisor		19
School/Community Student Advisor - Bil.		20
Student Support Specialist		29

  

<b>TECHNOLOGY SERIES</b>		<b>Range</b>
Computer Operations/Telecom. Coord		36
Computer Operator		31
Computer Systems Trainer		50
Programmer Analyst I		41
Programmer Analyst II		45
Senior Computer Operator		34
Senior Programmer Analyst		50
Tech SVC Assist.		30
Technology Services Technician		36
Technology Support Specialist		20
Wan/Lan Specialist		50
Website Administrator		43

  

<b>TRANSPORTATION SERIES</b>		<b>Range</b>
Bus Driver		29
Bus Driver Trainer		31
Heavy Equipment Mechanic		38
Transportation Dispatcher		30
Vehicle Maintenance Coordinator		42
Vehicle Mechanic		42

  

<b>WAREHOUSE SERIES</b>		<b>Range</b>
Warehouse Crew Chief		30
Warehouse Worker		29