INFORMATION SHEET 04/12/16 TRUSTEES' MEETING

TO: Jim Bridges, Superintendent ATTACHMENT: 6.3

FOR: Board of Trustees

FROM: Nancie Castro, Director, Human Resources
Mindy Maxedon, CBO

ISSUE: Reclassification from Account Clerk to Business Services Specialist

The Business Services Department is currently comprised of 2.0 FTE Business Services Specialist, 1.0 FTE Account Clerk, 1.0 FTE Information Technology and 1.0 FTE Chief Business Officer.

To increase the efficiency of the department and provide maximum responsiveness to Business Services needs across the district, I am requesting the board's approval to change Position #183 from Account Clerk to Business Services Specialist, effective May 1st, 2016. This change will ensure that any and all functions of one job can be done by any other Business person in the department (since the classification of all support staff will be Business Services Specialist).

With the retirement of the district's long-time payroll person and the transfer of the other business services specialist to a new position, we have an opportunity to reorganize the operation of the business office. This major change has resulted in shifting many things from the Payroll desk to the other desks in the department. The team work happening in the department has been stellar and everyone is pitching in and doing whatever is required to keep the ball rolling and things moving forward.

The district has arranged with the San Joaquin County Office of Education for training of our new Payroll person. Our new Payroll person is currently at COE 40-60% of their time and we anticipate this training continuing for many months. The payroll job is detailed, involved and the best training we can have is by those who perform the functions of payroll for our County Office. The modification of the Account Clerk position will also allow us to collaborate on functions and tasks and make decisions about which desk things will land on as we go through this transition period – and continue once Payroll is here 100%.

This change will facilitate further cross-training and ensure all staff on the team are classified appropriately based on the functions they perform. Additionally, making this change will permit a realignment across the entire department as needed, to respond to workload variances; vacation schedules, etc.

The Business Services Specialist position is 251 days per year. If approved, this change will result in ~$7,250 in additional annual expense (including statutory benefits on the change in salary).