



Santa Barbara Unified School District

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www.sbsdk12.org

Date: January 21, 2014

To: Dr. David Cash, Superintendent

From: Margaret Christensen, Assistant Superintendent, Human Resources

Re: **Adoption of Classified Job Descriptions – Junior High School Office Manager and HR Generalist**

Consent with attachments

Background

Each of the junior high schools is allocated one Administrative Secretary I position to provide administrative and clerical support to the principal. The Administrative Assistant I position occupies Range 34 on the classified salary schedule.

One Senior Office Assistant position is assigned to Human Resources to provide reception coverage, visitor control, and general clerical support.

Over time, the duties and critical responsibilities performed by the incumbent Administrative Secretary I's have eclipsed the job description. Reclassifying the Administrative Secretary I position to Junior High School Office manager redresses this discrepancy. The Junior High School Office Manager will be placed at Range 40 on the classified salary schedule.

Similarly, the duties and responsibilities performed by the incumbent Senior Office Assistant in Human Resources now exceed those of the job description. Reclassifying the Senior Office Assistant position to HR Generalist will solve this discrepancy. The HR Generalist will be placed at Range 33 on the classified salary schedule.

Issue (or Plan)

It is expected that CSEA will ratify these job descriptions for inclusion in the bargaining unit at its next scheduled chapter meeting. Board approval is also required. The proposed job descriptions are attached.

Fiscal Impact *(dollar amount, funding source)*

The annual cost to the general fund of reclassifying four incumbent Administrative Secretary I's to Junior High School Office Manager is \$30,000.

The annual cost to the general fund of reclassifying one Senior Office Assistant position to HR Generalist is \$4,300.

Board Focus Goal(s) *(if applicable, indicate Student Achievement, School Culture and Safety, and/or Communication)*

N/A

Recommendation *(applicable to Action of Consent items)*

To approve the new job descriptions for inclusion in the classified bargaining unit.