

Exhibit 1
School Board Agenda Item CC-4
June 27, 2017

Executive Summary

Proposed New Job Descriptions for the Office Manager Confidential – Elementary & Middle Schools and
Office Manager Confidential - High Schools & Technical Colleges Positions

Background: This item is being recommended for School Board **adoption** to meet requirements for new job description.

Position Title: **Office Manager Confidential – Elementary & Middle Schools**

Pay Grade: **8** Range: **\$41,882 - \$59,706**

Position Title: **Office Manager Confidential – High Schools & Technical Colleges**

Pay Grade: **9** Range: **\$44,563 - \$63,531**

Division/Department: **Chief School Performance & Accountability**

Salary Schedule: **2015-2016 COPA Salary Schedule**

Recommended Policy Status: Non-Chart Job Description – **Final** Reading

Rationale: Job descriptions for the Office Manager Confidential – Elementary & Middle, and Office Manager Confidential - High School & Technical Colleges, are being created to clearly define the responsibilities associated with the role and the minimum and preferred education, experience and skills required of the position.

The purpose of the Office Manager's role is to provide oversight for all administrative responsibilities, including providing back-up support for other members of the clerical staff. Additionally, the incumbents are responsible for coordinating with various school and district functions on behalf of the School Principal, interacting with members of the community, students, teachers, and parents to address and resolve issues, and all activities necessary to administer personnel changes and payroll processing.

The process for developing job descriptions for the COPA Office Managers involved a number of activities, including:

- On-site school office visits by Human Resources to interview and observe work performed by school-based Office Managers.
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- A panel interview / discussion of several district-based Office Managers to better understand similarities and differences between the roles.
- Developing the initial job descriptions using information gathered from the direct observation and interview sessions.
- Reviewing draft job descriptions with School Principals, OSPA leadership, the COPA Executive Director and COPA Board for feedback.
- Follow-up dialogue and discussion with all parties (School Principals, OSPA leadership, and COPA) to work through differences in perspectives on role, responsibilities, job qualifications, etc.
- Conducting an evaluation of job descriptions to determine grade assignment and developing pay increase recommendations for job incumbents.
- Gathering input from School Board members via Regular School Board Meetings (October 18, 2016 and December 6, 2016), and a School Board Workshop (April 25, 2017).

At the School Board Workshop on April 25, 2017, there was additional discussion on the Office Manager's job classification, which included a review of the current practice for differentiating grade/pay for positions based on school level, differences in complexity for school-based positions versus district positions, and the cost for increasing the pay grade assignment for Confidential Office Managers. Based on feedback from the School Board Workshop, the grade assignment for Elementary & Middle School Confidential Office Managers will increase by three levels, from pay grade five (5) to pay grade eight (8), and the grade assignment for High Schools and Technical Colleges will increase by two levels, from pay grade seven (7) to pay grade nine (9). As part of the pay grade change, Office Managers will receive a salary increase of five percent. Note: in those instances where five percent is not enough to bring pay in line with the minimum of the range, additional dollars, above and beyond the five percent, will be applied to bring pay in line with the range minimum.

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the first reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for COPA was provided a copy of the Office Manager Confidential – Elementary & Middle, and the Office Manager Confidential - High School & Technical Colleges job descriptions, via e-mail on Monday, June 19, 2017. Additional feedback was not received prior to submission of this document for approval.

Cost: The financial impact associated with this change totals \$628,483. The cost associated with the job changes increased by \$21,162 over the initial estimate of \$607,321. This change is attributed to the 2016-2017 annual salary increase adjustment of 3.5%. Funding to address the cost associated with this change was approved as part of the 2016-2017 budget.