

REVISION OF DATA COMMUNICATIONS SPECIALIST JOB DESCRIPTION – JOB CLASS CODE 7522

BACKGROUND AND RATIONALE:

- The Department of Education Technology continues to seek ways to provide a higher level of service to the District. To this end the Department has identified a situation where the services provided by an existing position are not accurately reflected in the job description associated with that position.
- Without a job description that accurately describes the work being performed it is extremely difficult to perform employee and position evaluations.
- With the recent right sizing of staff within the Department of Education Technology it has become necessary to shift some duties away from positions not filled in the 2014/2015 budget to other positions. The Data Communications Specialist position will be assuming responsibility for the District's E-Rate filing and compliance tasks and this needs to be reflected in the job description.

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Revision of Job Description for Data Communications Specialist 7522	N/A	N/A	N/A	Improved employee and position evaluation process. Ongoing.

STAFF CONTACT:

Mike Burke, Director of Technology – CIO
Melodee Parker, Director of Human Resources

POLICY REFERENCE:

0.11 General Powers and Duties of the Board

RECOMMENDATION:

A motion is in order to:

“Approve revision of the job description for the Data Communication Specialist job class code 7522.”