

ESTABLISHMENT OF NEW JOB DESCRIPTION

BACKGROUND AND RATIONALE:

Associate Director of Minority Recruitment and Retention

Shall recruit for highly qualified applicants in all areas with a focus on minority recruitment. Assist with coordination implementation of minority business enterprise and women business enterprise district procurement goals. Organize and head projects to attract, grow, and retain highly qualified minority applicants. Assist with oversight of the proper implementation of all legal tenets of the SBDM laws and regulations.

PROPOSAL:

To establish the position of Associate Director of Minority Recruitment and Retention

<u>Item</u>	<u>Amount</u>	<u>Funding Source</u>	<u>Recurring/ Nonrecurring</u>	<u>Measurable Expected Impact and Timeline</u>
Associate Director of Minority Recruitment and Retention	Certified Salary Schedule; Hay grade 5	General Fund	Recurring	Maintaining data on equity goals in Minority Recruitment and Retention Action Plan (CDIP); Ensuring oversight of the implementation of the policies/regulations relating to SBDM and personnel; Ensuring the appropriate maintenance of databases of these responsibilities.

STAFF CONTACT:

Vince Mattox, Ext. 4332

POLICY REFERENCE:

01.11 (General Powers and Duties of the Board)

RECOMMENDATION:

A motion is in order to:

“Approve the new job description for the Associate Director of Minority Recruitment and Retention”