

Highlights of Proposed Organizational Changes and Job Description Changes February 23, 2016 Board Meeting

Administration

Administration

MUNIS Unit AD1

- Adds reporting relationship of Assistant Superintendent for Academic Achievement K-12 (6) to Superintendent

Academic Services Division

Academic Services Division

MUNIS Unit AO1

- Deletes Assistant Superintendent for Academic Achievement K-12 (6) and Evaluation and Transition Coordinator (6). (Assistant Superintendent for Academic Achievement K-12 (6) will report to Superintendent)
- Deletes Director III (Career and Technical Education). (Moves to Business Services Division.)

Academic Achievement K-12 Area 1

MUNIS Unit ON1

- Assistant Superintendent for Academic Achievement K-12 (Area 1) will change reporting from Chief Academic Officer to the Superintendent

Academic Achievement K-12 Area 2

MUNIS Unit TW1

- Assistant Superintendent for Academic Achievement K-12 (Area 2) will change reporting from Chief Academic Officer to the Superintendent

Academic Achievement K-12 Area 3

MUNIS Unit TH1

- Assistant Superintendent for Academic Achievement K-12 (Area 3) will change reporting from Chief Academic Officer to the Superintendent

Academic Achievement K-12 Area 4

MUNIS Unit FO1

- Assistant Superintendent for Academic Achievement K-12 (Area 4) will change reporting from Chief Academic Officer to the Superintendent

Academic Achievement K-12 Area 5

MUNIS Unit FI1

- Assistant Superintendent for Academic Achievement K-12 (Area 5) will change reporting from Chief Academic Officer to the Superintendent

Academic Achievement K-12 Area 6

MUNIS Unit SX1

- Assistant Superintendent for Academic Achievement K-12 (Area 6) will change reporting from Chief Academic Officer to the Superintendent
 - Job description for Assistant Superintendent for Academic Achievement K-12 changes the “Reports To” from Chief Academic Officer to Superintendent

Business Services Division

Business Services Division

MUNIS Unit BS1

- Changes the MUNIS Unit number from FS1 to BS1 (Financial Services will use FS1)
- Deletes Director Financial Planning & Management, Director Accounting, Director Purchasing, and the Administrative Secretary I under the Chief Financial Officer. (All moved to FS1 under Chief Financial Officer.)
- Adds reporting relationship of CBO to include Director Labor Management and Employee Relations, and Director III (Career and Technical Education)
- Summary changes General Fund Positions from 7 to 5
 - Job description for Chief Business Officer changes the “Supervises” to delete Director Financial Planning and Management, Director Accounting, Director Purchasing, change Internal Auditors from two (2) to three (3), and adds Director III (Career and Technical Education) and Director Labor Management and Employee Relations

Career and Technical Education

MUNIS Unit ST1

- Changes reporting of Director III (Career and Technical Education) from Chief Academic Officer (AO1) to Chief Business Officer

Human Resources Division

MUNIS Unit HU1

- Adds a categorical fund position for Resource Teacher (195)
 - Job description for Director Human Resources changes the “Supervises” to include Resource Teacher (195)

Labor Management and Employee Relations

MUNIS Unit ER1

- Changes reporting of Director Labor Management and Employee Relations from Chief Operations Officer to Chief Business Officer
 - Job description for Director Labor Management & Employee Relations changes the “Division” from Operations to Business Services and the “Reports To” from Chief Operations Officer to Chief Business Officer
 - Job description for Manager Labor Management and Employee Relations changes the “Division” from Operations to Business Services Division

- Job description changes for Manager Employee Development changes the “Division” from Operations to Business Services Division

Financial Services

MUNIS Unit FS1

- Creates an organizational chart for Financial Services under MUNIS Unit FS1 (previously used by Business Services Division).
- Moves reporting relationship of Director Financial Planning & Management, Director Accounting, Director Purchasing (previously under Chief Business Officer/Business Services Division), and Manager Payroll and Cash Management (previously under Director Accounting/Accounting Services) under Chief Financial Officer
 - Job description for Chief Financial Officer changes the “Supervises” to include Director Financial Planning and Management, Director Accounting, Director Purchasing, and Manager Payroll and Cash Management

Accounting Services

MUNIS Unit AC1

- Adds Chief Financial Officer under Chief Business Officer
- The reporting relationship of Director Accounting changes from Chief Business Officer to Chief Financial Officer
 - Job description for Director Accounting changes the “Reports To” from Chief Business Officer to Chief Financial Officer, and under “Supervises” deletes Manager Payroll and Cash Management)

Grants and Awards Accounting

MUNIS Unit GA1

- Adds Chief Financial Officer under Chief Business Officer

Purchasing

MUNIS Unit PU1

- Adds Chief Financial Officer under Chief Business Officer
- Changes reporting relationship of Director Purchasing from Chief Business Officer to Chief Financial Officer
 - Job description for Director Purchasing changes “Reports To” from Chief Business Officer to Chief Financial Officer

Financial Planning and Management

MUNIS Unit FP1

- Adds Chief Financial Officer under Chief Business Officer
- Changes reporting relationship of Director Financial Planning and Management from Chief Business Officer to Chief Financial Officer
 - Job description for Director Financial Planning and Management changes the “Reports To” from Chief Business Officer to Chief Financial Officer

Payroll and Cash Management

MUNIS Unit PR1

- Adds Chief Financial Officer under Chief Business Officer
- Deletes Director Accounting changing the reporting relationship of Manager Payroll and Cash Management to Chief Financial Officer
- Deletes Secretary II position
- Changes the number of Deduction Clerks to four (4)
- Reporting for Payroll Program Assistant moves from Coordinator Payroll to Manager Payroll and Cash Management
 - Job description for Manager Payroll and Cash Management changes the “Reports To” from Director Accounting to Chief Financial Officer
 - Job description for Payroll Program Assistant changes the “Report To” from Designated Coordinator to Manager Payroll and Cash Management

Operation Services Division

Operation Services Division

MUNIS Unit OP1

- Deletes Director Labor Management and Employee Relations (Moves to Business Services Division) and Resource Teacher (195) (Moves to Human Resources)
 - Job description for Chief Operations Officer changes “Supervises” to delete Director Facilities and Environmental Services, Director Labor Management and Employee Relations, Director Supply Services, Supervisor Graphic Arts, Supervisor Printing Production, and to add Director Property Management & Maintenance, Director Safety & Environmental Services, Director Capital Improvement & Planning, Fiscal Manager Operations, and Plant Operator

2/10/16