



FLOYD COUNTY BOARD OF EDUCATION
Danny Adkins, Superintendent
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Sherry Robinson- Chair - District 5
Dr. Chandra Varia, Vice-Chair - District 2
Linda C. Gearheart, Member - District 1
William Newsome, Jr., Member - District 3
Rhonda Meade, Member - District 4

ACTION/DISCUSSION ITEM: Consider/Approve creating one new position of administrative clerk and corresponding salary schedule to be assigned at the central office finance department.

APPLICABLE STATUTE; REGULATION; BOE POLICY: BOE policy 01.11

RATIONALE, BACKGROUND AND MAJOR POLICY IMPLICATIONS:

Anticipated vacancies within the finance department warrant a restructure of the duties of current staff. This proposed position will be responsible for administrative clerical duties primarily but not limited to compliance with records retention processing of the district's financial records and other daily duties as needed. The completion of these tasks will assist in freeing up current staff to focus more their financial roles resulting in a more efficient department.

FISCAL IMPACT: Funded by the General Fund and paid at a rate consistent with SBDM Clerk (7784) for 205 days.

RECOMMENDED ACTION: Create the position.

CONTACT PERSON: Matthew C. Wireman, Director of Finance
Tiffany Campbell CPA, Treasurer



Director



Superintendent

GROUP/BU	GROUP/BU DESC	DESCRIPTION	DEFAULT PAY PE	DAYS PER YEAR
CLAS	CLASSIFIED PERSONNEL	ADMINISTRATIVE CLERK C/O	24.0000	205.00

STEP/LEVEL	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
0	10.00	75.00	640.63	15,375.00
1	10.09	75.68	646.39	15,513.38
2	10.17	76.27	651.51	15,636.35
3	10.25	76.88	656.64	15,759.38
4	10.35	77.63	663.05	15,913.13
5	10.45	78.38	669.45	16,066.88
6	10.60	79.50	679.06	16,297.50
7	10.60	79.50	679.06	16,297.50
8	10.60	79.50	679.06	16,297.50
9	10.60	79.50	679.06	16,297.50
10	10.86	81.45	695.72	16,697.25
11	10.86	81.45	695.72	16,697.25
12	10.86	81.45	695.72	16,697.25
13	10.86	81.45	695.72	16,697.25
14	10.86	81.45	695.72	16,697.25
15	11.14	83.55	713.66	17,127.75
16	11.14	83.55	713.66	17,127.75
17	11.14	83.55	713.66	17,127.75
18	11.14	83.55	713.66	17,127.75
19	11.14	83.55	713.66	17,127.75
20	11.53	86.48	738.64	17,727.38
21	11.53	86.48	738.64	17,727.38
22	11.53	86.48	738.64	17,727.38
23	11.53	86.48	738.64	17,727.38
24	11.53	86.48	738.64	17,727.38
25	11.89	89.18	761.70	18,280.88