Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420 (270) 831-5000 Fax: (270) 831-5009 www.henderson.kyschools.us



To:

Lisa Baird, Kirk Haynes, Wesley Smith, Michael Waller and Tracey Williams

From:

Marganna Stanley

Date:

August 19, 2019

Re:

Job Classification Change

I am requesting the Board's approval to abolish the position, Public Relations Officer and create the position, Community Relations Specialist. The Public Relations Officer was currently a pay grade 24, plus \$1.44 an hour because the previous employee had received a Bachelor's Degree per Salary Schedule attached. For the new position of Community Relations Specialist, the request is to start at pay grade 27, which would require the applicant to have a Bachelor's Degree upon hiring. Other jobs in pay grade 27 are Social Worker, Attendance Resource Specialist, Maintenance Manager, and Vehicle Mechanic III. Attached you will find the revised job description for the Community Relations Specialist.

Henderson County Schools 2019-2020 Classified Salary Schedules by Job Classification

				Hourly Rates and Step Levels (determined by Years of Service Completed)										
Job Class	Pay Grade	Summary Job Class	Job Description Name	Start	1	2	3	4	5	6	7	10	15	20
7941	23	7941	BUS DRIVER	14.84	14.98	15.16	15.30	15.45	16.24	16.40	16.56	17.39	18.26	19.17
7931	23	7931	BUS DRIVER TRAINING COORDINATOR	14.84	14.98	15.16	15.30	15.45	16.24	16.40	16.56	17.39	18.26	19.17
7326	24	7326	Childcare Supervisor - Multiple Full Day Pgms	16.10	16.26	16.43	16.60	16.76	17.58	17.78	17.95	18.86	19.79	20.79
7192	24	7192	PAYROLL CLERK II	16.10	16.26	16.43	16.60	16.76	17.58	17.78	17.95	18.86	19,79	20.79
7904	24	7904	TRANSPORTATION AREA ASSISTANT	16.10	16.26	16.43	16.60	16.76	17.58	17.78	17.95	18.86	19.79	20.79
7102-A	24	7163	PUBLIC RELATIONS OFFICER	16.10	16.26	16.43	16.60	16.76	17.58	17.78	17.95	18.86	19.79	20.79
7163	24	7163	ACCOUNT CLERK III	16.10	16.26	16.43	16.60	16.76	17.58	17.78	17.95	18,86	19.79	20.79
7424	24	7424	HVAC TECHNICIAN	16.10	16.26	16,43	16.60	16.76	17.58	17.78	17.95	18.86	19.79	20.79
7436	24	7436	MAINTENANCE SCHEDULING SPECIALIST	16.10	16.26	16.43	16.60	16.76	17.58	17.78	17.95	18.86	19.79	20.79
7442	24	7442	MAINTENANCE TECHNICAN IV	16.10	16.26	16.43	16,60	16.76	17.58	17.78	17.95	18.86	19.79	20.79
7523	24	7523	LAN TECHNICIAN	16.10	16.26	16.43	16.60	16.76	17.58	17.78	17.95	18,86	19.79	20.79
7523	25	7523	LAN TECHNICIAN - SYSTEMS SUPPORT MANAGER	16.67	16.83	17.00	17.17	17.35	18.22	18.41	18.57	19.51	20.47	21.50
7523	25	7523	LAN TECHNICIAN - NETWORK SUPPORT MANAGER	16.67	16.83	17.00	17.17	17,35	18.22	18.41	18.57	19.51	20.47	21.50
7824	25	7824	LAW ENFORCEMENT OFFICER	16.67	16.83	17.00	17.17	17.35	18.22	18,41	18.57	19.51	20.47	21.50
7915	25	7915	VEHICLE MECHANIC II	16.67	16.83	17.00	17.17	17.35	18.22	18.41	18.57	19.51	20.47	21.50
Nultiple	25	Multiple	GRANT PROGRAM DIRECTOR - ASSOC/BA DEGREE	16.67	16.83	17.00	17.17	17.35	18.22	18.41	18.57	19.51	20.47	21.50
Multiple	26		GRANT PROGRAM DIRECTOR - MASTER'S DEGREE	17.44	17.62	17.80	17.97	18.15	19.05	19.24	19.44	20.39	21.42	22.49
7830	26	7830	School Ground Coordinator (Crossing Guard)	17.44	17.62	17.80	17.97	18.15	19.05	19.24	19.44	20.39	21.42	22.49
7441	26	7441	LEAD MAINTENANCE TECHNICIAN IV	17.44	17.62	17.80	17.97	18.15	19.05	19.24	19.44	20,39	21.42	22.49
7432	27	7432	MAINTENANCE MANAGER- GENERAL	19.10	19.28	19.48	19.69	19.87	20.86	21.07	21.28	22.33	23.45	24.62
7882	27	7882	SOCIAL WORKER	19.10	19.28	19.48	19.69	19.87	20.86	21.07	21.28	22.33	23.45	24.62
7882	27	7882	ATTENDANCE RESOURCE SPECIALIST	19.10	19.28	19.48	19.69	19.87	20.86	21.07	21.28	22.33	23.45	24.62
7918	27	7918	VEHICLE MECHANIC III	19.10	19.28	19.48	19.69	19.87	20.86	21.07	21.28	22.33	23.45	24.62
7102	28	7102	PUBLIC INFORMATION OFFICER	20.98	21.18	21.39	21.61	21.84	22.92	23.16	23.37	24.53	25.78	27.06
7431	28	7431	MAINTENANCE MANAGER - ELECTRONICS	20.98	21.18	21.39	21.61	21.84	22.92	23.16	23.37	24.53	25.78	27.06
7437	28	7437	PREVENTIVE MAINTENANCE TECHNICIAN - HVAC	20.98	21.18	21.39	21.61	21.84	22.92	23.16	23.37	24.53	25.78	27.06
7460	28	7460	SCHOOL ADMINISTRATIVE MANAGER	20.98	21.18	21.39	21.61	21.84	22.92	23.16	23.37	24.53	25.78	27.06
7515	28	7515	COMPUTER PROGRAMMER III	20.98	21.18	21.39	21.61	21.84	22.92	23.16	23.37	24.53	25.78	27.06
8515	28	7515	COMPUTER TECH with CCNA & CCAI Certification	20.98	21.18	21.39	21.61	21.84	22.92	23.16	23.37	24.53	25.78	27.06
7761	28	7761	EXECUTIVE ASSISTANT TO SUPERINTENDENT	20.98	21.18	21.39	21.61	21.84	22.92	23.16	23.37	24.53	25.78	27.06
7911	28	7911	VEHICLE MAINTENANCE MANAGER	20.98	21.18	21.39	21.61	21.84	22.92	23.16	23.37	24.53	25.78	27.06
7655	29		HUMAN RESOURCE MANAGER	22.14	22.34	22.57	22.80	23.03	24.19	24.43	24.64	25.89	27.18	
				forfer 1 T	22.07	22.01	<u> </u>	20.00	44.10	24.43	24.04	20.09	21.10	28.55
	D^	Est 714144	BACHELOR'S DEGREE earned after employment in					0.00 10 10	QV COMMO	//S 1995.5	W	WW - 2000		D
1	BA	Eff 7/1/11	APPROPRIATE/APPROVED AREA (additional per hour)	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44	1.44

AREA: INSTRUCTIONAL

Summary Class Code: 7301

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: COMMUNITY RELATIONS SPECIALIST

BASIC FUNCTION:

Supervise a variety of activities related to the development and implementation of the District's community relations efforts including audience, events and population targeting, community networking, volunteer program, and the speakers' bureau.

REPRESENTATIVE DUTIES:

- Serve as the district volunteer coordinator, maintain a volunteer resource file, maintain background checks, and work closely with school volunteer coordinators in an effort to increase/improve the volunteer program at each school and in the district.
- Increase the awareness of the school system to the community at large.
- Serve the Henderson County School System as a community relations advocate in the efforts to promote the Henderson County Schools and to build and maintain partnerships with the home, community and schools.
- Serve as the Henderson County School System advocate at various events for use for publications, internet, social media, and historical purposes.
- Maintain knowledge regarding participation of community activities, community networking and community professional organizations, business and industry.
 Develop ways to bring the community into the schools.
- Establish Community Education programs, monitor, and oversee programs.
- Organize and coordinate Arts in the School, Judge's Scholar, Excellence in Action, school tours, and Student Ambassador community relations.
- Coordinate the Equity Resource Council activities.
- Plan and implement activities, projects and programs designed to improve school and community relations.
- Monitor the supply of publications and brochures and notify appropriate personnel of needed reprints or revisions.
- Maintain confidential information appropriately and exercise good judgment when communicating with the public.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques and preparing, producing and disseminating public information.
- Principles and techniques of establishing and maintaining positive public and community relations.
- Methods and techniques of preparing and printing informational publications.
- Knowledge of current news distribution social media outlets, television, graphic design.
- Basic communication law and broadcast regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Organization and planning skills.
- Projects and programs to enhance community relations.

ABILITY TO:

- Receive, transmit and log requests for information packets.
- · Establish and maintain volunteer files.
- · Communicate effectively both orally and in writing.
- Assign and review the work of others.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public relations, communications or related field and one year experience in a related field.