M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Ms. Karen Byrd, Chairperson**

**Board Members**

**FROM: Phil Sheehy, Director Human Resources**

**DATE: October 2, 2019**

**RE: Modification of Job Description – “HR Benefits Specialist”**

In an effort to development consistency among our Grade 13 job descriptions, Human Resources proposes modifying the “Human Resources Benefits Specialist” job description as presented.

Human Resources recommends approval of this proposal.