**Board Memo**

**DATE:** 5/28/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Revision of Director of Comprehensive Health Services Job Description

**Date/Term (Beginning and End Dates/Year)**

June 11, 2021

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

After a standard review of the job description for the position of “Director of Comprehensive Health Services”, the Student Student Services and Human Resources departments recommend revisions to the job description to more accurately reflect job qualifications, job responsibilities and incorporate standard language found in District job descriptions.

**FUNDING:**

**Total Cost**

No budgetary impact

**Budget Source**

General Funds

**RECOMMENDATION:**

It is recommended the Board approve the revision of the “Director of Comprehensive Health Services” job description.

**CONTACT PERSON: (submitter)**

Kathy Reutman, Executive Director of Student Serivces; Matthew Rigg, Director of Human Resources