**Board Memo**

**DATE:** 4/27/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources, Maintenance

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Revision of Custodial and Warehouse Supervisor Job Description

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

July 1, 2022

**APPLICABLE BOARD POLICY:**

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

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

In an effort to increase the number of qualified candidates, it is necessary to revise the current Custodial and Warehouse Supervisor job description. At this time the job description contains the following qualification: Has college level course work in Business administration, preference will be given for completion of Bachelor’s program. The inclusion of the requirement that the college level course work be in Business Administration has made it difficult to recruit applicants that meet this specific qualification.

The update to the qualification described above would keep the post-secondary requirement, which is consistent with other salaried supervisory positions, but would allow a greater number of candidates to meet that requirement through course work in a related field.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

No budgetary impact

**Funding Source**

N/A

 **\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

It is recommended that the Board approve the revision of the Custodial and Warehouse Supervisor job description to allow a greater number of candidates to be considered for the position.

**CONTACT PERSON: (submitter)**

Eric Ball, Director of Human Resources; Dan Razor, Director of Facility Management