**Board Memo**

**DATE:** 8/29/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Creation of Secretary Human Resources Job Description

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

September 9th, 2022

**APPLICABLE BOARD POLICY:**

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

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

Currently, the Human Resources (HR) department is allocated 2 Staff Support positions. These positions have historically assisted with many of the manual processes related to employee onboarding and benefits (background checks, filing of employee documents, etc.) Through the diligent work of the HR department, we have increased the utilization of the systems and programs that allow the department to automate some of those responsibilities. These efforts have made it possible for the HR department to request from the Board the creation of the Secretary Human Resources job description and corresponding addition to the Classified Position List ‘Grade 9 – Secretary Human Resources.’

The Human Resources Secretary would be charged with a greater level of responsibility than either the department’s receptionist or staff support positions allow at this time. This would give the department an opportunity to provide additional support to our generalist and benefits team. Additionally, by creating the secretary position, we will increase the likelihood that the District would recruit and ultimately retain a highly qualified candidate.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Savings of $28,486

**Funding Source**

General Funds

**\*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:**

Not applicable

**RECOMMENDATION:**

It is recommended that the Board approve the Secretary Human Resources job description and addition of Grade 9 Secretary Human Resources to the Classified Position List

**CONTACT PERSON: (submitter)**

Eric Ball; Director of Human Resources