Rationale for Creating New Job Description:
Technician Materials Production

With the recent departmental reorganization, Materials Production is actively evaluating opportunities to improve workflow efficiency and maintain operational effectiveness. During the district realignment, two critical positions were eliminated: one **Assistant Editorial** position and the **Secretary II** position.

A primary responsibility of the **Secretary II** role was routing incoming work orders to the appropriate areas within the department. In the absence of this position, these duties have shifted entirely to the Specialist Creative Services role, creating workflow bottlenecks and delays. Additionally, the loss of an **Assistant Editorial** position will further impact front-end editing capacity, increasing the likelihood of production delays.

At the same time, one **Associate Graphic Designer** position has remained vacant following a recent retirement. The design responsibilities previously assigned to this role can be redistributed among the remaining Associate Graphic Designer and Graphic Designer staff. This presents an opportunity to restructure departmental resources more effectively by eliminating the vacant Associate Graphic Designer position and creating a new role that combines essential administrative, technical, and editing functions previously covered by the eliminated positions.

Materials Production's operations are uniquely specialized, requiring responsibilities that are both administrative and highly technical. This proposed role demands:

- Extensive knowledge of district-specific styles, standards, and processes
- Precision and consistency in handling departmental workflows
- Advanced organizational and multitasking abilities
- Expertise in graphics and printing industry processes
- Proficiency in department-specific software systems unique to Materials Production
- The ability to maintain accuracy in a fast-paced production environment

After reviewing departmental operational needs, it is evident that restructuring job responsibilities is necessary to ensure balanced workloads, improve efficiency, and sustain service quality.

Therefore, we respectfully propose the elimination of one vacant **Associate Graphic Designer** position and the creation of a new **Technician Materials Production** position. This new classification would maintain budget neutrality by remaining within the same salary placement as the current Associate Graphic Designer role under **Salary Schedule 1A, Grade 6**.

This reclassification more accurately reflects the evolving responsibilities within Materials Production while streamlining workflows, enhancing productivity, and ensuring continued departmental success.

Communications & Community Relations Proposed Changes for Positions Funded 100% by General Fund

Employee Name	Position Number (if New, enter "New")	Position Title	Bargaining Unit	Account Code	#	Position "Add" or "Delete"	Salary	Fringes	Total
New Hire	New	Tech, Materials Production	CLAA- JCAESP CLASSIF HRLY 1A (A) YB	MP11504-013070-CNTXN	1	Add	$ 44,122	$ 15,875	$ 59,997
New Hire	2229	Graphic Designer	CLAR- JCAESP INSTR III KTRS IA(R) YB	MP11504-013014-CNTXN	1	Delete	$ 44,122	$ 2,330	$ 46,452
						TOTAL	$ -	$ 13,545	$ 13,545