

APPENDIX B JOB CLASSIFICATIONS

** This list will be updated annually if applicable, after the reclassification process **

D Substitutes

E Administrative Receptionist
Human Resources Records Assistant
Records Specialist/Receptionist
Substitute Office Assistant

F Career and Technical Education Secretary
Graphics Technician
High School Athletic Secretary
High School Attendance Secretary
High School Career Center Secretary
High School Library Technician
High School Secretary
Human Resources Assistant
Middle School Secretary
SAS Secretary

G Accounting Technician
Capital Projects Secretary
Elementary Secretary
Food Services Office Manager
High School Bookkeeper
High School Counseling Office Manager
High School Main Office Secretary
Intervention Program Secretary
Middle School Main Office Secretary
Middle School Registrar and Student Resources Specialist
Northshore Networks Registrar/Student Resource Specialist
Postal & Graphic Center Specialist
Special Services Secretary
Technology Asset Management Specialist
Technology Project Support Specialist
Transportation Office Manager

H Facilities Use Specialist
High School Student Information Specialist
Instructional Materials Specialist
Instructional Support Specialist
SAS Registration Secretary
Special Education Compliance Secretary

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- I** Elementary Office Manager
High School Office Manager
Middle School Office Manager
Northshore Networks Office Manager
SAS Office Manager
Sorenson Office Manager
Technology Department Office Coordinator
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Professional-Technical – Level 1

Buyer
Capital Projects Office Coordinator
Communications Specialist
Digital Press Technician
Food Services Accounting Specialist
Special Education Compliance Specialist
Support Services Office Coordinator

Professional-Technical – Level 2

Benefits and Workers Compensation Specialist
Payroll Lead
Purchasing Lead Buyer
Special Education Office Coordinator
Student Services Specialist
Substitute Office Coordinator

APPENDIX I**Northshore School District NEOPA Classification Matrix 2017-2019****Classification D:**

Substitutes

Knowledge/Skills Licenses/Education	Problem Solving	Responsibility	Decision Making
<p>Basic knowledge and ability to perform standardized tasks/operate job equipment within clearly defined parameters.</p> <p>Basic interpersonal and communication abilities are applied to clear-cut and directly related tasks.</p> <p>High School Diploma or equivalent with one year of related experience, pertinent training, and/or some combination thereof.</p>	<p>Activities are routine and regularly recurring, requiring attention and concentration, but little or no discretion.</p> <p>Discretion is restricted by established routines, guidelines, and/or procedures.</p>	<p>Position is primarily accountable for own work product.</p> <p>Requires limited planning or organizing of job duties.</p>	<p>Follows established routines and requires limited independent judgment.</p> <p>Generally needs approval when deviating from established routines.</p>

APPENDIX I**Northshore School District NEOPA Classification Matrix 2017-2019****Classification E:**

Administrative Receptionist

Records Specialist/Receptionist

Human Resources Records Assistant

Substitute Office Assistant

Knowledge/Skills Licenses/Education	Problem Solving	Responsibility	Decision Making
<p>Specific operational knowledge, skills, and abilities are carried out within defined parameters.</p> <p>Demonstrated interpersonal and communication skills are applied to specific functional activities and related tasks.</p> <p>High School Diploma or equivalent with two years of related experience, pertinent training, and/or some combination thereof.</p>	<p>Activities are well defined and most tasks repeat in a short cycle. Established procedures and guidelines are available. Judgment is required to recognize choices and apply solutions in a prescribed manner.</p>	<p>Requires planning and organizing of one's own work and coordinating one's work with work of others.</p> <p>The incumbent can expect to experience deadlines and interruptions, and to be required to adapt to shifting work priorities.</p>	<p>Follows established routines and requires independent judgment within defined parameters.</p>

APPENDIX I**Northshore School District NEOPA Classification Matrix 2017-2019****Classification F:**

Career and Technical Education Secretary
 Graphics Technician
 High School Athletic Secretary
 High School Attendance Secretary
 High School Career Center Secretary

High School Library Technician
 High School Secretary
 Human Resources Assistant
 Middle School Secretary
 SAS Secretary

Knowledge/Skills Licenses/Education	Problem Solving	Responsibility	Decision Making
<p>Full working knowledge, skills, and abilities in a specialized area.</p> <p>Demonstrated interpersonal and communication skills are applied to specialized activities and related tasks.</p> <p>High School Diploma or equivalent with two years of related experience, pertinent training, and/or some combination thereof.</p>	<p>Activities, processes, and operations are interrelated and of a similar scope. Judgment is required to detect factual differences, shift priorities and determine effective methods within general guidelines for varying situations.</p>	<p>Requires planning and organizing of one's own work and coordinating one's work with the work of others.</p> <p>The incumbent can expect to experience inflexible deadlines and frequent interruptions beyond personal control, and sometimes be required to reorganize workload priorities.</p>	<p>Exercises independent judgment in consultation with supervisor(s) and other employees, if applicable. Decisions are required to structure tasks to meet expected results, within clearly prescribed areas.</p>

APPENDIX I

Northshore School District NEOPA Classification Matrix 2017-2019

Classification G:

Accounting Technician	Middle School Main Office Secretary
Capital Projects Secretary	Middle School Registrar/Student Resources Specialist
Elementary Secretary	Northshore Networks Registrar/Student Resource Specialist
Food Services Office Manager	Postal & Graphics Center Specialist
High School Bookkeeper	Special Services Secretary
High School Counseling Office Manager	Technology Asset Management Specialist
High School Main Office Secretary	Technology Project Support Specialist
Intervention Program Secretary	Transportation Office Manager

Knowledge/Skills Licenses/Education	Problem Solving	Responsibility	Decision Making
<p>Full working knowledge, skills, and abilities in a specialized and/or program area.</p> <p>Demonstrated strong interpersonal and communication skills are applied to a wide variety of program responsibilities and activities.</p> <p>High School Diploma or equivalent with three years of related experience, pertinent training, and/or some combination thereof.</p>	<p>Activities are variable and duties involve multiple distinct processes. Judgment, analysis and resourcefulness are required to determine a course of action or handle conflicting demands when guidelines may not be specific or completely applicable.</p>	<p>Position is accountable for planning and conducting own work, scheduling and coordinating with others to produce work products.</p> <p>The incumbent can regularly expect to experience inflexible deadlines and frequent interruptions beyond personal control, and to be required to frequently reorganize priorities of a demanding workload.</p>	<p>Exercises independent judgment in consultation with supervisor(s) and other employees, if applicable.</p> <p>Decisions are required to structure tasks to meet expected results.</p>

APPENDIX I**Northshore School District NEOPA Classification Matrix 2017-2019****Classification H:**

Facilities Use Specialist

Instructional Support Specialist

High School Student Information Specialist

SAS Registration Secretary

Instructional Materials Specialist

Special Education Compliance Secretary

Knowledge/Skills Licenses/Education	Problem Solving	Responsibility	Decision Making
<p>Technical knowledge, skills and abilities are applied in a specialized and/or program area.</p> <p>Demonstrated strong interpersonal, organizational and communication skills are applied to diverse functional areas.</p> <p>High School Diploma or equivalent with three years of related experience, pertinent training, and/or some combination thereof.</p>	<p>Activities are variable and duties involve multiple distinct processes. Judgment, analysis and resourcefulness are required to determine a course of action or handle conflicting demands when guidelines may not be specific or completely applicable. Significant shifts in focus among activities are required.</p>	<p>Position is accountable for planning and conducting own work, scheduling and coordinating with others to produce work products.</p> <p>The incumbent can regularly expect to experience inflexible deadlines and frequent interruptions beyond personal control, and to be required to frequently reorganize priorities of a demanding workload.</p>	<p>Exercises independent judgment and makes decisions within the scope of the job responsibilities.</p> <p>The employee has the authority to interpret and apply District policies and procedures.</p>

APPENDIX I**Northshore School District NEOPA Classification Matrix 2017-2019****Classification I:**

Elementary Office Manager
 High School Office Manager
 Middle School Office Manager
 Northshore Networks Office Manager

SAS Office Manager
 Sorenson Office Manager
 Technology Department Office Coordinator

Knowledge/Skills Licenses/Education	Problem Solving	Responsibility	Decision Making
<p>Technical knowledge, skills and abilities requiring the interpretation and practical application of principles, techniques, policies and procedures in a wide variety of program areas or in a specialized area.</p> <p>Significant interpersonal, communication and organizational skills are applied to a succession of specialized activities.</p> <p>Broad expertise requiring the interpretation and practical application of principles, techniques, policies and procedures</p> <p>High School Diploma or equivalent with four years of related experience, pertinent training, and/or some combination thereof.</p>	<p>Activities are diverse and complex and often are unusual or unique. Creativity is required to determine what needs to be done, and how and when to take action to accomplish established objectives. Shifts in focus among activities are substantial.</p>	<p>Position is accountable for planning and organization of own work AND other's work, integration of individual efforts, and monitoring and scheduling of efforts to ensure the successful completion of an activity or project.</p> <p>The incumbent can regularly expect to experience inflexible deadlines and frequent interruptions beyond personal control, and to be required to frequently reorganize priorities of a demanding workload</p>	<p>Exercises a high degree of independent judgment and makes decisions within the scope of the job responsibilities.</p> <p>The employee has the authority to interpret and apply District policies and procedures.</p>

APPENDIX I

Northshore School District NEOPA Classification Matrix 2017-2019

Professional-Technical Level 1:

Buyer
 Capital Projects Office Coordinator
 Communications Specialist
 Digital Press Technician

Food Services Accounting Specialist
 Special Education Compliance Specialist
 Support Services Office Coordinator

Knowledge/Skills Licenses/Education	Problem Solving	Responsibility	Decision Making
<p>Advanced technical knowledge, skills and abilities requiring the interpretation, analysis and practical application of principles, techniques, policies and procedures in a specialized area.</p> <p>Significant interpersonal, communication and organizational skills are required to implement work methods and processes in a specialized program area that has District-wide impact.</p> <p>In-depth expertise in a specialized area allowing for interpretation and analysis of principles, techniques, policies and procedures, especially as applied to non-standard events.</p> <p>AA Degree, post-secondary vocational training, or equivalent with four years of related experience, pertinent training or some combination thereof.</p>	<p>Activities involve multiple sources of data and require analysis, interpretation and integration to solve problems or determine course of action in alignment with specified objectives.</p> <p>Problems are multi-dimensional. Tradeoffs and risks must be considered. The situations to be resolved include circumstances, facts, and issues that are often different from those encountered in the past. The employee considers various possible alternatives and consequences before selecting a solution.</p>	<p>Position is accountable for planning and organizing work related to a significant function with District-wide impact.</p> <p>Reviews, recommends, and monitors procedures; analyzes trends, recommends corrective action and monitors results; works with other work sites to implement procedures to accomplish program objectives.</p>	<p>Exercises a high degree of independent judgment and makes decisions regarding the implementation of established processes and procedures related to a significant function with District-wide impact.</p> <p>The employee has the authority to interpret, analyze and apply District policies, procedures and State and Federal statutes and regulations.</p>

APPENDIX I**Northshore School District NEOPA Classification Matrix 2017-2019****Professional-Technical Level 2:**

Benefits & Workers Compensation Specialist
 Payroll Lead
 Purchasing Lead Buyer

Special Education Office Coordinator
 Student Services Specialist
 Substitute Office Coordinator

Knowledge/Skills Licenses/Education	Problem Solving	Responsibility	Decision Making
<p>Advanced technical knowledge, skills and abilities requiring the interpretation, analysis and practical application of principles, techniques, policies and procedures in a specialized area.</p> <p>Significant and extensive interpersonal and communication skills applied to a broad and varied audience, for the purpose of educating, motivating, and influencing others' behavior.</p> <p>Significant organizational skills and a systems approach required to implement/develop work methods and processes in a specialized program area that has a District-wide impact.</p> <p>In-depth expertise in a specialized area allowing for interpretation and analysis of principles, techniques, policies and procedures, especially as applied to non-standard events.</p> <p>AA Degree, post-secondary vocational training, or equivalent with four years of related experience, pertinent training or some combination thereof.</p>	<p>Activities involve multiple sources of data and require analysis, interpretation and integration to solve problems or determine course of action in alignment with specified objectives.</p> <p>Problems are multi-dimensional. Tradeoffs and risks must be considered. The situations to be resolved include circumstances, facts, and issues that are often different from those encountered in the past. The employee considers various possible alternatives and consequences before selecting a solution.</p> <p>Considerable planning, typically involving coordination with others, is required.</p>	<p>Position is accountable for planning and organizing work related to a significant function with District-wide impact.</p> <p>Develops, reviews, recommends, and monitors procedures; coordinates implementation, analyzes trends, recommends corrective action and monitors results to achieve District goals.</p> <p>Regularly trains staff and works with other work sites to implement procedures to accomplish program objectives.</p>	<p>Creativity and skill are necessary in the exercise of a high degree of independent judgment; regularly expected to influence decisions and make recommendations regarding the shape, direction, implementation and evaluation of the program area.</p> <p>The employee has the authority to interpret, analyze and apply District policies, procedures and State and Federal statutes and regulation.</p>