

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The special meeting of the Personnel Commission will be held on

**Friday, May 16, 2025**, beginning at **3:30 p.m.**

in the Board Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903

(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

**AGENDA**

1. Call to Order ..... Ms. Foster
2. Roll Call ..... Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. Foster
4. Review of Job Descriptions ..... Mr. Richardson
  - Administrative Specialist
  - Administrative Analyst
  - Assistant Special Projects Manager
  - Special Projects Manager
  - Accountant
  - Sr. Systems/Program Analyst
  - Manager – Technology Systems and Applications
  - Manager – Business Services
5. Approval of Titles (Job Descriptions)..... Ms. Foster
  - Administrative Specialist
  - Administrative Analyst
  - Assistant Special Projects Manager
  - Special Projects Manager
  - Accountant
  - Sr. Systems/Program Analyst
  - Manager – Technology Systems and Application
  - Manager – Business Services
6. Adjournment ..... Ms. Foster

**Notices:**

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at our [Personnel Commission website](#).

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

## Classified Management -

### Job Title (Current Title on old job description)

### Recommended Job Title (New Title on Draft Job Description)

Administrative Specialist I	<i>Administrative Specialist</i>
Administrative Specialist II	<i>Administrative Analyst</i>
Assistant Special Projects Manager	<i>(no change)</i>
Special Projects Manager	<i>(no change)</i>
Accountant	<i>(no change)</i>
Sr. Systems/Program Analyst	<i>(no change)</i>
Data Processing Manager	<i>Manager - Technology Systems and Applications</i>
Business Services Manager	<i>Manager - Business Services</i>



## Job Description

Marin County Office of Education

### Administrative Specialist

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Administrative Specialist is done for the purpose/s of providing complex administrative and secretarial support to assigned administrative personnel; coordinating and monitoring assigned activities and projects; providing information, recommendations and/or direction as requested by assigned administrator; and coordinating assigned administrators schedule.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with administrative requirements.
- Coordinates a variety of projects, functions and/or program components, as assigned, for the purpose of completing activities and/or delivering services in a timely fashion.
- Edits and maintains a variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares and maintains a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates.
- Prepares a variety of documents (e.g. correspondence, agendas, event programs, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. time sheets, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing referral.
- Schedules and coordinates supervisors' calendar (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required in public administration or related field with 3 or more years of successful work experience of increasing responsibility preferred.

**Education:** Community college and/or vocational school degree with study in job-related area with an emphasis in public administration or a closely related field.

**Equivalency:** Additional equivalent experience may be substituted for college education year for year.

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

### **Certificates and Licenses**

None Specified

### **Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

### **Revised Date**





## Job Description

Marin County Office of Education

### Administrative Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Administrative Analyst is done for the purpose/s of providing administrative assistance to assigned personnel; coordinating and monitoring assigned activities and projects; and providing information, recommendations and/or direction as requested by assigned supervisor.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Communicates with senior management regarding potential budget issues, if assigned, for the purpose of avoiding budgetary shortages and exchanging information regarding budget adjustments.
- Compiles data from a variety of sources (e.g. work orders, reports, personnel records, etc.) for the purpose of providing information and complying with administrative requirements.
- Drafts, edits, and assists with development of a variety of projects, functions, and/or program components (e.g. department policies and procedures, automated data tracking systems, etc.) for the purpose of maintaining efficient flow of procedures and policy practices.
- Maintains a variety of manual and electronic documents, files, and records (e.g. budget data, employee records, reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors and coordinates Supervisor's calendar, appointments and communications as well as a variety of activities on behalf of assigned Administrator (e.g. budget spending and balances, technology updates, etc.) for the purpose of achieving goals and meeting target dates.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Presents administrative procedure information (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating new or updated information to existing personnel.
- Represents assigned Administrator, if directed, for the purpose of conveying and/or gathering information as required in the absence of the Administrator.
- Researches a variety of topics (e.g. current practices, policies, programs, etc.) for the purpose of providing information and/or recommendations addressing a variety of administrative requirements.
- Responds to a variety of inquiries from various internal and external parties (e.g. staff, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Tracks account balances for assigned budget categories for the purpose of ensuring accurate entries and maintaining account balances.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing budgets; analyzing data; and, classifying data and/or information.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic office practices and procedures; proper English usage and grammar, spelling, and punctuation; budget development; effective organizational and communication practices; bookkeeping practices; and relevant codes, laws, rules, regulations, policies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; responding promptly to requests; and, meeting deadlines and schedules.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is desired in public administration or related field with 4 or more years of successful work experience of increasing responsibility preferred.

**Education:** Community college and/or vocational school degree with study in job-related area with an emphasis in public administration or a closely related field.

**Equivalency:** Additional equivalent experience may be substituted for college education year for year.

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

### **Certificates and Licenses**

None Specified

### **Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

**Revised Date**



## Job Description

Marin County Office of Education

### Assistant Special Projects Manager

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Assistant Special Projects Manager is done for the purpose/s of coordinating assigned projects and related activities under the direction of an administrator; providing information and assisting others with complex projects; and implementing and managing projects within established guidelines and standards.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with developing and facilitating project procedures (e.g. scheduling, record keeping, etc.) for the purpose of identifying issues, developing recommendations, and supporting Projects Manager.
- Assists with coordinating project components (e.g. negotiating contracts under revision with vendors, reserving space, etc.) for the purpose of meeting county and/or grant/program guidelines.
- Collaborates with others (e.g. county, district, and school personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Conducts research, reviews, analyzes, and evaluates data, proposals and reports for the purpose of resolving project challenges.
- Creates a variety of manual and electronic data (e.g. files, charts, records, etc.) for the purpose of providing stakeholders with current reference compliant with regulatory requirements and established guidelines.
- Manages one or more special projects for the purpose of achieving outcomes in relation to organizational objectives.
- Participates in, and/or facilitates, meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of project-mandated reports (e.g. data, charts, documents, etc.) for the purpose of providing organized results to manager and/or stakeholders.
- Provides assistance and support to supervisor and/or educational partners for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing

projects; organized, willingness to learn any pertinent software applications; written and oral communication skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; county policies and procedures; and knowledge of community resources.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required in public administration or related field with 4 or more years of successful work experience of increasing responsibility.

**Education:** Bachelors degree in job-related area with an emphasis in public administration, education, business or a closely related field.

**Equivalency:** Additional equivalent experience may be substituted for college education year for year.

### **Required Testing**

Pre-Employment Proficiency Test

### **Certificates and Licenses**

None Specified

### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

### **Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

### **Revised Date**



## Job Description

Marin County Office of Education

### Special Projects Manager

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Special Projects Manager is done for the purpose/s of managing new or assigned projects or processes; providing information and serving as a resource to others; achieving defined objectives; and planning, evaluating, developing, implementing and maintaining assigned services.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Collaborates with internal and external entities (e.g. auditors, public agencies, community members, district personnel, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department project operations and the implementation of new projects and/or processes for the purpose of providing services within established time frames and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, and supporting other staff.
- Informs supervisor of project progression and potential issues for the purpose of meeting deadlines and updating supervisor on progress of on-going projects.
- Maintains a variety of manual and electronic data/documents (e.g. financial information, overview of programs/services, etc.) for the purpose of providing general information, documenting activities, and meeting compliance requirements.
- Manages a variety of projects (e.g. organizational, budgetary, etc.) for the purpose of ensuring compliance with established guidelines.
- Monitors and makes recommendations regarding budget related issues, if assigned, for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Prepares and distributes a variety of complex materials (e.g. plans, budgets, funding requests, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, making presentations, and/or providing supporting materials for administrator.
- Provides orientation, training, assigning and scheduling of project team members for the purpose of implementing and/or maintaining services and programs.
- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new projects/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.

- Responds to, or refers to appropriate administrator, issues involving staff, conflicts in policies and regulations, or community concerns for the purpose of identifying relevant issues and recommending or implementing a plan of action to efficiently and effectively resolve the issue.
- Supervises and evaluates project staff, as assigned, for the purpose of providing services within established time frames and in compliance with related requirements.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; conceptualizing, planning, organizing and managing projects; predicting and providing for anticipated project needs; preparing and maintaining accurate records; analyzing data, comparing results; working with detailed information/data; applying critical thinking; and, facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and, knowledge of community resources.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team or independently; and, offering and accepting constructive feedback.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required in project management, public administration or related field with 4 or more years successful work experience with increasing responsibility.

**Education:** Bachelors degree in job-related area with an emphasis in public administration, education, business or a closely related field.

**Equivalency:** Additional equivalent leadership experience may be substituted for college education year for year.

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Certificates and Licenses**

None Specified

**Clearances**

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Accountant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Accountant is done for the purpose/s of analyzing financial information; auditing financial documents and transactions; compiling statistical and financial data; monitoring expenditures against budget; preparing and processing accounting activities; preparing and submitting documents and reports; providing technical expertise to staff and districts; reconciling fiscal information and account balances; and, guiding and training department staff. Specific job functions may be as assigned.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Analyzes financial information (e.g. general ledger accounts, costs, local tax revenues, district audits, etc.) for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Audits financial documents and transactions for the purpose of ensuring the accuracy of financial information, detecting errors and fraud, processing correcting entries, and complying with legal and regulatory requirements.
- Collaborates with a variety of internal and external individuals and groups (e.g. county personnel, auditors, funding agencies, Internal Revenue Service, California Department of Education, etc.) for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws and/or regulatory guidelines.
- Compiles statistical and financial data (e.g. income/expenditure reports, forecasting, budget overviews, etc.) for the purpose of providing third-party reporting; developing budget recommendations; providing financial summaries to other personnel; and/or ensuring compliance with established guidelines.
- Guides, presents to, and trains department staff for the purpose of monitoring workflow and ensuring proper accounting practices and compliance with the fund account and generally accepted accounting principles.
- Monitors expenditures against budget and/or a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.
- Plans and conducts team/department meetings, in-service trainings, and/or workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares and submits a variety of documents and reports (e.g. financial records and statements, sales and use tax, canceled checks, contracts, MOUs, etc.) for the purpose of meeting reporting deadlines, documenting activities, balancing and processing corrections, meeting compliance requirements, and/or providing written documentation.

- Prepares and processes a variety of accounting activities (e.g. accounting projects and annual reports, accounts receivable/payable transactions, payroll/benefits/taxes, etc.) for the purpose of facilitating activities in support of audit processes, maintaining financial integrity and transparency, ensuring financial accuracy, and meeting legal and regulatory requirements.
- Provides technical expertise to staff and districts on accounting issues and related financial activities for the purpose of conveying pertinent information regarding the organization's financial operations and ensuring compliance with established policies, practices and regulatory requirements.
- Receives and posts various revenues (e.g. ACH, wires, checks, cash, etc.) for the purpose of ensuring proper revenue classification and accurate posting to county funds and internal financial system.
- Reconciles fiscal information and account balances (e.g. general ledger accounts, discrepancies, cash flow statements, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices.
- Responds to a variety of internal and external inquiries (e.g. account entries, regulations, tax communication, etc.) for the purpose of providing information, direction and/or appropriate referrals.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; analyzing financial and statistical information; and, preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting, auditing and bookkeeping including general ledger, fund accounting, program accounting, and subsidiary ledger management; general governmental accounting practices; budget preparation and maintenance; office practices and procedures; and, pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; maintaining confidentiality; working with detailed information; and, working as part of a team.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required in accounting or related field, with progressive experience in a school district or county office preferred.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Education (Preferred):** Bachelor's degree in job-related area.

**Equivalency:** Equivalent work experience may be substituted for education year for year.

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Certificates and Licenses**

None Specified

**Clearances**

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

**FLSA Status**

Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Senior Systems/Program Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Senior Systems/Program Analyst is done for the purpose/s of developing, managing, overseeing, implementing, and optimizing the technology infrastructure and data processing system applications; managing, updating, implementing, integrating, and maintaining data software and extracts; analyzing applications, systems, and user requirements; and, providing technical information and/or direction as needed.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Analyzes applications, systems, and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.) for the purpose of creating and enhancing user requested specialized programs and systems.
- Collaborates with a variety of internal and external parties (e.g. county personnel, programmers/analysts, database administrators, etc.) for the purpose of providing and/or receiving information, communicating system changes, and ensuring project effectiveness.
- Develops functional and system/software specifications from information gathered at user meetings and/or interviews with internal and non-county staff for the purpose of documenting/interpreting user requests, identifying data sources, and creating working plans.
- Develops new applications, systems, and system components (e.g. developing program code and user interfaces, documenting applications, etc.) for the purpose of enhancing existing systems and/or providing solutions to current processing issues.
- Implements and integrates new software and system applications (e.g. monitoring/evaluating progress, testing, etc.) for the purpose of addressing organizational needs, providing operational capabilities to users, and ensuring a reliable end product.
- Maintains existing technology systems (e.g. add/update requested changes and enhancements, adding additional functionality, etc.) for the purpose of providing production support, ensuring the on-going availability of information, and meeting mandated requirements.
- Manages and analyzes a variety of data (e.g. feasibility studies, cost/benefit analyses, user procedures, etc.) for the purpose of identifying data and information to provide appropriate services.
- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and ensuring completion of projects within established guidelines.
- Participates in meetings, workshops, and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Researches computer hardware and software applications, programming languages, and current technology for the purpose of maintaining current knowledge on trends and recommending acquisitions.

- Responds to inquiries from a variety of sources (e.g. county staff, school site personnel, outside vendors/service providers, etc.) for the purpose of resolving difficult and complex technical issues, and providing technical assistance, advice, and support.
- Tests and/or monitors the testing of developed application software for the purpose of ensuring product matches defined requirements and expected functionality.
- Troubleshoots application software and program deficiencies (e.g. identifying errors, testing corrections, incorporating modifications, etc.) for the purpose of isolating and resolving issues, providing user training, and updating programs.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading and interpreting entity-relationship diagrams; supervising staff and project groups; using pertinent software applications; analyzing data; conducting meetings; diagnosing equipment malfunctions; and estimating required resources.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy application programming languages; database system design; process and data modeling techniques; database theory; technologies and tools; benefits and limitations of technology; and project management.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; working with frequent interruptions; adapting to changing work priorities; displaying mechanical aptitude; working as part of a team; and establishing and maintaining effective working relationships.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required in a specialized field for at least 3 years.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Appropriate and functionally related experience may be substituted for the educational requirement on a year for year basis.

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Certificates and Licenses**

None Specified

**Clearances**

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

**FLSA Status**

Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## Job Description

Marin County Office of Education

### Manager-Technology Systems and Applications

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Manager-Technology Systems and Applications is done for the purpose/s of directing the data processing activities under the direction of the assigned administrator; supporting the information systems and applications of the Marin County Office of Education; planning, coordinating, and directing application projects; ensuring accurate submission of state and federal reports; supervising and evaluating the performance of assigned personnel; providing input and recommendations regarding technology applications; and serving as a technical resource to others.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assesses existing programs and applications (e.g. analyzing, modifying, troubleshooting, etc.) for the purpose of ensuring proper and effective functioning of systems.
- Collaborates with a variety of internal parties (e.g. MCOE staff, IT Department, school districts, etc.) for the purpose of identifying training, installation, future plans and other related technology needs.
- Coordinates and manages data processing activities and programs (e.g. county-wide telecommunications network, student information systems, personnel systems, etc.) for the purpose of meeting MCOE and school district technology needs.
- Develops and implements long- and short-term goals (e.g. developing departmental timelines/priorities, overseeing technology projects, etc.) for the purpose of ensuring effective planning and implementation of objectives strategies, and systems for the department.
- Organizes the planning and directing of application systems management and support (e.g. student systems, state and federal reporting, billing, emergency communications, etc.) for the purpose of ensuring implementation of technology support applications.
- Oversees application system and software installations for the purpose of ensuring optimal program operation.
- Participates in meetings, workshops, and trainings for the purpose of conveying, recommending, and gathering information required to perform job functions.
- Provides training for the purpose of ensuring maintenance of quality standards for systems, applications, and information and effective utilization of MCOE technologies.
- Provides technical support for the purpose of ensuring identification of needs and issues and assisting in the formulation and development of policies, procedures, and programs.
- Researches a variety of topics related to material, equipment, and program operations (e.g. software, supplies, data security, etc.) for the purpose of making recommendations for solutions addressing specific requirements and enhancing overall cost efficiency.

- Serves as back-up to supervisor and IT support for the purpose of supporting the MCOE's business and financial systems.
- Supervises assigned personnel (e.g. interviewing, evaluating, assigning activities, etc.) for the purpose of implementing personnel processes, providing opportunities for professional growth, and ensuring compliance with established standards, requirements, and procedures.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications including all applicable technology applications; preparing and maintaining accurate records; planning and managing projects; providing training, coordinating, and advising personnel; utilizing instructional design; analyzing data; applying assessment instruments; classifying data and/or information; and estimating required resources.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, procedures, materials and techniques used in the installation and maintenance of technology application systems including hardware and software; policies, regulation guidelines as related to use of software (copyright laws and the use of licensed equipment and materials); educational and classroom management software; methods of application of technology in an educational setting; operation, set-up and capabilities of technologically advanced media equipment; and video editing.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse and groups and individuals; communicating effectively with individuals with varying levels of technical abilities; meeting deadlines and schedules; working as part of a team; analyzing issues and determining appropriate course of action; displaying tact and courtesy; troubleshooting complex technology issues; working with frequent interruptions; supervising and training personnel; creating schedules; organizing tasks; and maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required in information systems work with at least 4 years of increasing responsibility. Supervisory experience is preferred.

**Education:** Bachelors degree in job-related area.

**Equivalency:** Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Appropriate and functionally related experience may be substituted for education on a year for year basis.

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Certificates and Licenses**

None Specified

**Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

**Revised Date**



## Job Description

Marin County Office of Education

### Manager - Business Services

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Manager - Business Services is done for the purpose/s of supporting, organizing, and directing the daily operations and activities involved in the processing of financial transactions; managing the review, analysis, maintenance, and adjustment of assigned funds and accounts in designated areas; coordinating, overseeing, and participating in the preparation, maintenance and auditing of a variety of financial and statistical records, statements and reports; and supervising, training, and evaluating the performance of assigned personnel.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Communicates and collaborates with MCOE departments for the purpose of assisting and providing guidance relating to budget and financial reporting and procedures.
- Compiles audit materials for the purpose of participating in budget development, interim reporting and year end closing.
- Coordinates communications between personnel, governmental agencies, outside organizations, and the public (e.g. State Department of Finance, State Controller, etc.) for the purpose of ensuring effective information exchanges, efficient fiscal services, and accurate reporting.
- Coordinates and modifies the preparation, maintenance, and auditing of a variety of financial and statistical records, statements, and reports for the purpose of ensuring the accuracy, completeness, and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.
- Develops procedures, guidelines, and internal controls for the districts' payroll and retirement functions and department finances for the purpose of providing direction and decision-making for administrators and maintaining the efficient flow of financial processes.
- Directs the daily operations and activities involved in the processing of financial transactions for the purpose of reviewing, analyzing, maintaining, and adjusting assigned funds and accounts in designated areas.
- Establishes and supervises the development and implementation of payroll, auditing, and accounting systems, or changes to existing systems or processes (e.g. payroll, accounts payable, accounts receivable, fiscal records management, etc.) for the purpose of ensuring related functions and activities are in compliance with established laws, codes, regulations, standards, policies and procedures.
- Manages and supervises assigned staff (e.g. interviewing/selecting staff, reviewing work performance, recommending transfers, disciplinary actions, etc.) for the purpose of providing for professional growth, determining workload priorities, adjusting assignments as needed to achieve overall objectives in accordance with established policies and procedures.
- Monitors and oversees various budget activities (e.g. budget creation/allocations, interim reporting, fiscal records, etc.) for the purpose of complying with professional accounting practices and governmental regulations.

- Oversees internal controls, work processes, assigned programs and activities for the purpose of managing the financial operations of the organization and ensuring performance objectives are met within budget and in compliance with established operational practices.
- Plans and conducts school finance workshops, trainings, and meetings (e.g. prepare/distribute materials, analyze needs assessments, etc.) for the purpose of developing and supporting financial and fiscal programs and services, and conveying pertinent information.
- Prepares and maintains a variety of narrative, financial, and statistical records, reports, and files related to accounts, funds, reconciliations and other assigned duties for the purpose of providing current and/or historical reference, conveying information, ensuring mandated reports are submitted to appropriate personnel according to established time lines in compliance with accounting practices and governmental regulations.
- Serves as a technical resource and liaison to MCOE, school districts, employees, and government agencies (e.g. budgets, retirement systems, accounting functions, laws and regulations, etc.) for the purpose of responding to inquiries, remaining compliant with laws and rules, providing technical information, and assisting school districts.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring an effective working internal business services department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: communicating effectively, orally and written, using tact, patience and courtesy; analyzing budgets; analyzing data; comparing results; operating a computer and assigned office equipment; conducting interviews; conducting meetings; estimating required resources; investigating problems; and planning agendas/meetings.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: organization and direction of operations and activities involved in the review, analysis, maintenance, and adjustment of designated funds and accounts; accounting and fiscal systems, policies, procedures and practices; generally accepted accounting and auditing principles, practices and procedures; preparation, review and control of assigned accounts; applicable laws, codes, regulations, policies and procedures; preparation and processing of payroll, including payroll taxes, deductions and benefits; general accounting and business functions of an educational organization; policies and objectives of assigned programs and activities; record retrieval and storage systems; financial and statistical recordkeeping techniques; preparation of financial statements and comprehensive accounting reports; principles and practices of supervision and training; technical aspects of field of specialty; and operation of a variety of office equipment including a computer and assigned software.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: coordinating projects; training and evaluating assigned personnel; interpreting, applying and explaining laws, codes, rules, regulations, policies and procedures; establishing and maintaining cooperative and effective working relationships; determining appropriate action within clearly defined guidelines; meeting schedules and time lines; working independently; planning and organizing work; preparing and analyzing comprehensive accounting statements and reports; and maintaining and ensuring accuracy of financial and statistical records.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives;

managing a department; supervising the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, 50% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required in accounting work with at least 5 years of increasing responsibility. 2 years in a supervisory role in a school district or county office of education desired.

**Education:** Bachelors degree in job-related area.

**Equivalency:** Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

**Revised Date**

# CLASSIFICATION AND COMPENSATION STUDY

## STATUS UPDATE

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### General Nature of the Classification Plan (3.200.2)

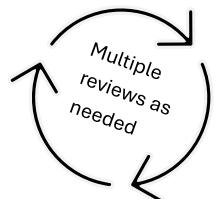
The Personnel Commission shall establish and maintain a classification plan which shall include classifications adopted by the Commission for all positions in the classified service. The list of classes (position titles) shall contain the designation of the ranking level applicable to each class (position title).

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### Phase 1

#### ✓ Review and Development of Updated Job Descriptions

- ❖ **Focus Groups** conducted with incumbents representing each Class (position title)  
*[Classified Salaried Position Questionnaire for completion by each incumbent (3.200.9.A.2)]*
  - What do you do?
    - Purpose – overall scope of work
    - Functions – what is done
  - What does it take to do it?
    - Competencies – what does it take?
    - Minimum Requirements
- ❖ Developed **Essential Job Functions** for each position based on focus group input and current job descriptions
- ❖ **Supervisor review** of draft Essential Functions
- ❖ Created **draft of job descriptions** *[Development of proposed position description by the Director of Personnel (3.200.9.A.3)]*
- ❖ **All incumbents** provided an opportunity to review the draft of their own job description and provide input
- ❖ Developed **updated draft job descriptions** based on incumbent input
- ❖ **Cabinet level review** and input of updated draft job descriptions *[The Superintendent and Cabinet will review the proposed description, and upon approval, place the proposed job description on the Superintendent's agenda. (3.200.9.A.4)]*
- ❖ **Personnel review** of updated draft job descriptions
- ❖ For represented positions, **CSEA leadership review** of updated draft job descriptions
- ❖ **Final draft** of job descriptions



# CLASSIFICATION AND COMPENSATION STUDY

## STATUS UPDATE

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### Phase 2

#### ➤ Superintendent Approval and Adoption of the Proposed Job Descriptions (EC 45109)

##### ❖ Assignment of Duties (Education Code Section 45109) (PC 3.200.1)

The Superintendent shall prescribe and fix the duties and responsibilities of all positions in the classified service except those on the Personnel Commission staff.

#### ➤ Personnel Commission Approval of Titles (PC 3.200.3)

For each class of positions (position titles), as initially established or subsequently approved by the Commission, there shall be established and maintained a class (position title) specification which **shall include**:

##### A. The official class title (position title);

*Commissioners will be provided with a chart for each group of draft job descriptions identifying any recommended title changes.*

##### B. A definition of the class (position title), indicating the type of duties and responsibilities and placement within the organizational scheme;

***Purpose Statement:*** *Does the recommended position title align with duties and responsibilities in the Purpose Statement?*

##### C. A statement of typical tasks to be performed by persons holding positions allocated to the class (position title);

***Essential Functions:*** *Does the recommended position title align with the Essential Functions?*

# CLASSIFICATION AND COMPENSATION STUDY

## STATUS UPDATE

- D. A statement of the minimum and/or desirable qualifications for service in the class (position title). The minimum qualifications may include education, experience, knowledge, skills, abilities, and personal and physical traits and characteristics;

**Job Requirements: Minimum Qualifications:** Does the recommended position title align with the experience, education, and other identified minimum qualifications?

- E. A statement of distinguishing characteristics, where applicable, which differentiates the class (position title) and other related or similar classes (generic family); and

**Responsibility and Purpose Statement:** If applicable, are there distinguishing characteristics in the Responsibilities and Purpose Statements?

- F. License or other special requirements for employment or service in the class (position title).

**Experience, Education, Certificates and Licenses:** Does the recommended position title align with identified testing, clearances, certificates, and/or licenses?

- G. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of her/his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.

**Experience and Education:** Some, but not all positions may have additional qualifications identified as preferred.

# CLASSIFICATION AND COMPENSATION STUDY

## STATUS UPDATE

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### Phase 3

#### ➤ Allocation of Classes (position titles)

#### Factors in Allocation of Classes (Position Titles) for Salary Determination (3.300.1)

- ❖ The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, both external factors and internal factors.
- ❖ After making its findings, the Commission shall present recommendations to the Superintendent for approval. The Superintendent may approve, amend, or reject the recommendation, but may not alter the relationships among classes (position titles) as established by the classification plan.