

TO: BOARD OF EDUCATION
 FROM: SUPERINTENDENT
 DATE: MARCH 17, 2015 (INFORMATION)
 MARCH 31, 2015 (ACTION)

SUBJECT: BUSINESS SERVICES / FACILITIES DEPARTMENT STAFFING

ISSUE:

Should the Board of Education approve establishing classified positions to allow for necessary staffing?

BACKGROUND:

Establishment of new or modification of position assignment terms (e.g. change in work hours) requires approval of the Board. Staff recommends the approval of proposed positions and respective assignment terms in order to sustain effective operational levels with respect to support services.

The passing of Measure I Bond will bring nearly \$146 million over the next 20 years to fund the new construction and modernization projects in the District. The scope of work associated with the project list is vast and necessitates the employment of additional personnel for construction supervision and project management. A position in the job class of Construction Supervisor oversees day-to-day construction, assists with preparing bid and contract documents, coordinates the work of contractors and design professionals, ensures compliance with health and safety regulations at work sites, provides site condition assessment reports. A position in the job class of Project Manager oversees the development of construction design plans, manages construction consultants, monitors project costs, and evaluates change orders, liaisons with regulatory agencies.

Additionally, staff recommends adding the services of an Administrative Assistant to manage staff calendars, relieve the department director of administrative detail, assist in preparing bid documents, budget tracking, and other miscellaneous administrative office support.

Based on the aforementioned organizational needs, staff recommends establishment and/or modification of position allocations as follows:

Classification	# of Positions	Location	Assignment Term	Basis for Establishment	Funding Source	Effective Date
Construction Supervisor	1	Business Srvcs – P & F	Re-establish: 1.0 FTE / 12 Mo	Additional staffing is necessary to support activities associated with new construction and modernization projects.	100%-Measure I	4/01/15
Project Manager <i>(title pending PC approval)</i>	1	Business Srvcs – P & F	Establish New: 1.0 FTE / 12 Mo		90%-Measure I 10%-Developer Donation	4/01/15
Administrative Assistant	1	Business Srvcs – P & F	Re-establish: 1.0 FTE / 12 Mo		75%-Measure I 25%-Developer Donation	4/01/15

FISCAL IMPACT: The establishment of the above specified positions will not impact the general fund.

RECOMMENDATION:

1. Approve the establishment and modification of classified assignments as specified.
2. Approve the establishment and modifications of classified assignments as modified.
3. Do not approve.

RATIONALE:

The new and modified positions will allow the District to provide the necessary staffing for optimal service delivery to the District's students, staff and the public.

Respectfully submitted,

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