SAN LEANDRO UNIFIED SCHOOL DISTRICT

Personnel Services Department

Classified Reorganization Summary

Overview:

The recent restructuring of the Educational Services Division and Administrative Services Division, approved in June, has identified the need for three reclassifications within the current classified staff.

Recommendations:

Specific staff recommendations to the SLUSD Board of Education include:

1. The current enrollment specialist position will be eliminated. The affected employee will be reclassified as a student enrollment manager.
2. The current personnel services analyst position will be eliminated. The affected employee will be reclassified as a personnel services coordinator.
3. The administrative secretary position from the Assessment, Research, and Evaluation department will be eliminated. The affected employee will be reclassified as a database support technician.

Board Action:

Board action to approve this item will do the following:

1. Approve the reclassifications described in the “Recommendations” section of this memorandum;
2. Approve the following position reclassifications: (A) the enrollment specialist will be the student enrollment manger; (B) the personnel services analyst will be the personnel services coordinator; and (C) the administrative secretary in the Assessment, Research, and Evaluation department will be the database support technician
3. Approve job descriptions and salary ranges for affected positions (attached to this board agenda item).

All changes would go into effect retroactively to July 1, 2019, and the elimination of positions would not affect any employees employed on that date.

The total cost of these reclassifications is $59,000. This amount is offset by the total savings from the reorganization and reductions in the Educational Services and Administrative Services division which were approved in June.