SAN LEANDRO UNIFIED SCHOOL DISTRICT

Personnel Services Department

Classified Reorganization Summary
For Personnel Services and Business Department

Overview:

The recent retirement of the confidential executive assistant (confidential position) shared between Personnel Services and Business Services, allows for a restructuring within the departments. The executive assistant position will not be replaced. In lieu of this replacement, staff is recommending that several CSEA positions be adjusted in recognition of additional work and responsibility. Three positions will be reorganized within the Personnel Services - Department/Program, and three will be reorganized within the Business Department.

The three current personnel services specialist positions will be reclassified to administrative assistant positions. The administrative assistant in the Business Department will be reclassified to an accounting technician due to increased workload. Additionally, the range for the two payroll specialists, in the Business Department, will be increased from 48 to 52. The workload of the payroll positions has increased due to the growth of the district and the increasing importance of pension reporting. A recent salary survey showed that current payroll specialist salaries are significantly below neighboring districts.

Recommendations:

Specific staff recommendations to the SLUSD Board of Education include:

1. The current personnel services specialist positions will be reclassified as personnel services administrative assistant positions.
2. The affected employees will be reclassified as personnel services administrative assistants
3. The current business department administrative assistant will be reclassified as an accounting technician.
4. The payroll specialist range will be changed from 48 to 52.
5. Approve updated CSEA Bargaining Unit Classifications List

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: The three current personnel services specialists will be reclassified to personnel services administrative assistants, the administrative assistant in the Business Department will be reclassified to account technician, and the payroll specialist salary range will change from 48 to 52.
3. Approve the updated CSEA Bargaining Unit Classifications List.

All changes would go into effect retroactively to October 1, 2019.

The total annual cost saving of not replacing the confidential executive assistant position and CSEA adjustments is approximately $89,827.