

June 12, 2012

TO: MEMBERS OF THE SCHOOL BOARD OF PINELLAS COUNTY

FROM: JOHN A. STEWART, Ed.D., SUPERINTENDENT

SUBJECT: Request Approval to Revise and Create the Following Job Descriptions:

- Chief Financial Officer to *Associate Superintendent, Finance and Business Services*
- Associate Superintendent, Facilities, Operations, Safety and Security to *Associate Superintendent, Operational Services*
- Associate Superintendent, Curriculum and Instruction to *Associate Superintendent, Teaching and Learning Services*
- Assistant Superintendent, Region Office to *Area Superintendent*
- Assistant Superintendent, Human Resources to *Chief of Human Resources*
- Assistant Superintendent, Management Information Systems to *Chief of Technology and Information Systems*
- Director, Evaluation to *Executive Director, Assessment, Accountability and Research*
- Assistant Superintendent, Chief Turnaround Officer to *Turnaround Officer*
- Assistant Superintendent, Budget & Resource Allocation to *Executive Director, Budget & Resource Allocations*
- Director, Career, Technical and Adult Education to *Executive Director, Career, Technical and Adult Education*
- Assistant Superintendent, Exceptional Student Education to *Executive Director, Exceptional Student Education*
- Assistant Superintendent, PreK-12 C&I to *Executive Director, Pre K-12 Core Curriculum*
- *Executive Director, Student Services*
- *Director, Exceptional Student Education*
- *6-12 Science Specialist*
- *Elementary Reading and Language Arts Specialist*
- *Managing Officer, Middle School Education*

RATIONALE:

The Compensation Comprehensive Action Plan was designed to review, update and revise all job classifications. This will assure that Pinellas County School Board job descriptions reflect the updated titles, major functions, essential responsibilities, qualifications and pay grades, including who the individuals report to and supervise. This will eliminate the possibility of the duplication of efforts, define and delineate position roles and responsibilities.

STRATEGIC DIRECTION/GOAL: Managing Systems for Effective & Efficient Operations

ALTERNATIVES:

1. Approve the revisions and creation of the job descriptions
2. Do not approve the revisions and creation of the job descriptions

RECOMMENDATION:

Alternative #1 is recommended

BACKGROUND:

With the FADSS recommendations and the Board approved proposed organizational charts, the review and revision of all job descriptions has started and will continue under the guidelines of the Compensation Comprehensive Action Plan. **

IMPACT STATEMENT:

No impact to funding

DATA SOURCE:

All applicable individuals currently in the position and their administrator
Carmen Kizer, Senior Compensation Analyst
Lill McKendry, Compensation Analyst

SUBMITTED BY:

Ron Ciranna, J.D., Assistant Superintendant, Human Resources

** attachments

Compensation Comprehensive Action Plan
Administrative Salary Schedule
P/T/S Salary Schedule