

July 24, 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:

- *Assistant Director, Strategic Communications to Executive Manager, Strategic Communications*
- *Manager, TV Operations*
- *General Manager, Multimedia Training*
- *Public Information Officer*
- *Communication Specialist to Communication Coordinator*
- *Multimedia Producer*
- *Multimedia Coordinator*
- *Station Technician II*
- *Multimedia Assistant*

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
Lill McKendry, Compensation Analyst

SUBMITTED BY:

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