

## SPECIAL MEETING – MAY 3, 2006 JOB DESCRIPTIONS

### PROGRAM MANAGEMENT

- A) Director – Program Management
- Revise existing job description, Director – Program Management, currently assigned to Salary Level 9.
  - **Provides general coordination, direction and oversight of all phases of assigned projects from inception through completion, acceptance and warranty termination.**
  - No fiscal impact.

### FACILITIES MANAGEMENT

- B) FHESC Building Manager
- Revise existing job description, FHESC Building Manager, currently assigned to Salary Level 16 on the Miscellaneous Salary Schedule and assign to Salary Level 1 on the “S” Salary Schedule.
  - **Responsible for identifying the custodial/maintenance needs of the FHESC, to include making the necessary repairs, conducting routine maintenance inspections and scheduling meeting rooms to accommodate District training activities.**
  - No fiscal impact since change in bargaining unit eliminates overtime pay.

### DIVERSITY IN BUSINESS PRACTICES

- C) Analyst I – Business Tracking and Compliance
- Revise existing job description, Analyst I – Business Tracking and Compliance, currently assigned to Salary Level 14 on the AESOP Salary Schedule and assign to Salary Level 14 on the Miscellaneous Salary Schedule.
  - **Analyzes projected procurement needs and requirements in order to identify and target qualified Minority/Women Business Enterprise (M/WBE) firms as prospective suppliers.**
  - Fiscal impact of \$602.
- D) Analyst II – Business Tracking and Compliance
- Revise existing job description, Analyst II – Business Tracking and Compliance, currently assigned to Salary Level 15 on the AESOP Salary Schedule and assign to Salary Level 15 on the Miscellaneous Salary Schedule.
  - **Analyzes projected procurement needs and requirements in order to identify and target qualified Minority/Women Business Enterprise (M/WBE) firms as prospective suppliers; certifies eligible M/WBE vendors, consultants and contractors.**
  - No fiscal impact.

**SPECIAL MEETING – MAY 3, 2006  
JOB DESCRIPTIONS**

**IMPACT ON CHILDREN IN THE CLASSROOM**

**PROGRAM MANAGEMENT**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Director-Program Management	J	This position monitors project development, coordination and completion to ensure new construction and facility improvements provide a safe learning environment.

**FACILITIES MANAGEMENT**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
B	FHESC Building Manager	J	This position is responsible for ensuring training rooms are available and ready for training district staff, including school administrators and teachers. This training is a critical factor in raising academic achievement. In addition, the Building Manager keeps the FHESC functioning properly so the support departments can effectively provide the direction and assistance schools need to hire teachers, develop curriculum, acquire textbooks, etc.

**DIVERSITY IN BUSINESS PRACTICES**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
C	Analyst I – Business Tracking and Compliance	J	These positions are responsible for development of policy and programmatic procedures related to the selection of M/WBE-certified vendors, consultants and contractors who deliver goods and services to the students.
D	Analyst I – Business Tracking and Compliance		

**\*ACTION CODES:**

- J – Job Description Revision
- N – New Job Description
- R – Reclassification