

SPECIAL MEETING ON JOB DESCRIPTIONS

October 4, 2006

Board Action Required		Data Analysis Compl Date	Proposed Job Title	Proposed Salary Level	Action(s) Requested				Authorizations				Comments	Prepare for Board Action
					New Job Desc	Evaluate Salary Level	Revise Existing Desc	Increase Salary of Incumbent	Chief Officer		Budget			
Yes	No	COO						Yes	No	Yes	No			
X			Environmental Specialist	S1		✓		✓		✓		Language change only		
		CAO												
X			Academic Compliance Senior Coordinator	S10	✓			✓		✓		New job description		
X			Project Manager – Compliance/Special Projects	S4	✓			✓		✓		Reclassify existing employee		
X			Human Resources Technician I	A11				✓		✓		New “generic” HR job descriptions 10 new classifications will replace 34 existing classifications! Cost to move existing HR employees = \$45,927		
X			Human Resources Technician II	A12				✓		✓				
X			Human Resources Technician III	A13				✓		✓				
X			Human Resources Technician Sr.	A14				✓		✓				
X			Human Resources Analyst I	M12				✓		✓				
X			Human Resources Analyst II	M13				✓		✓				
X			Human Resources Analyst III	M14				✓		✓				
X			Human Resources Analyst Sr.	M16				✓		✓				
X			Human Resources Specialist I	S2				✓		✓				
X			Human Resources Specialist II	S3				✓		✓				