

BUSINESS SERVICES SUPPORT OPERATIONS DIVISIONS

Year 2022-2023

Current Position	Proposed Position	Current		Proposed		Salary difference including benefits and fringes
		Salary	Salary, Benefits & Fringes	Salary	Salary, Benefits & Fringes	
N/A	Purchasing Director			\$95,595.00	\$122,077.00	\$122,077.00
Assistant Director (eliminate in December)*	N/A (eliminated)	\$79,950.76	\$103,185.02			-\$103,185.02
N/A	Manager of Transportation Operations*			\$61,652.40	\$81,087.92	\$81,087.92
N/A	Manager of Transportation Fleet*			\$61,652.40	\$81,087.92	\$81,087.92
Camera Technician & Parts Clerk, Transportation (2 positions)	Increase from 11 months to 12 months	\$57,376.00	\$75,923.74	\$64,939.20	\$85,057.06	\$9,133.32
Coordinator & Compliance Monitor of Threat Assessments	Safe Schools funding source change (90 to 100%)**	\$59,713.16	\$78,746.10	\$66,347.96	\$86,758.28	\$8,012.18
		Total Cost of Proposed Change				\$198,213.32

*annualized cost for budgeting purposes

**no change to salary, job title & funding source change only

No Financial Cost:

Payroll moves to HR

Manager of Purchasing Services title change to Buying Manager

Year 2023-2024

Current Position	Proposed Position	Current		Proposed		Salary difference including benefits and fringes
		Salary	Salary, Benefits & Fringes	Salary	Salary, Benefits & Fringes	
Budget Assistant (Conf G)	Budget Analyst (PTS D)	\$33,423.77	\$46,999.02	\$50,298.00	\$67,376.34	\$20,377.32
Senior Accounting Assistant (Conf L)	Financial Analyst (PTS D)	\$48,106.80	\$64,730.25	\$56,274.00	\$74,592.96	\$9,862.71
Accounting Clerk (Conf D)	Executive Secretary (Conf I)	\$29,282.40	\$41,997.91	\$31,473.60	\$44,644.00	\$2,646.09
N/A	Coordinator of Human Resources			\$63,046.80	\$82,771.80	\$82,771.80
Data & Certification Specialist (Conf J)	Lead Certification Specialist (PTS D)	\$38,844.00	\$53,544.49	\$52,290.00	\$69,781.88	\$16,237.39
N/A	Manager of Environmental Services			\$61,652.40	\$81,087.92	\$81,087.92
		Total Cost of Proposed Change				\$212,983.23

No Financial Cost:

District Office Support Staff and Employment Specialist report to Coordinator of HR

Year 2024-2025

Current Position	Proposed Position	Current		Proposed		Salary difference including benefits and fringes
		Salary	Salary, Benefits & Fringes	Salary	Salary, Benefits & Fringes	
Director of Budget	Director of Finance & Budget	\$104,760.90	\$133,145.74	\$93,059.70	\$119,015.37	-\$14,130.37
Director of Finance	CFO	\$102,970.13	\$130,983.21	\$108,118.64	\$137,200.55	\$6,217.34
		Total Cost of Proposed Change				-\$7,913.03

Effective July 1, 2025, No Financial Cost:

Business Systems Coordinator will move to Human Resources

CFO Reports to Assistant Superintendent of Business & Support Ops

Executive Director of Business Services (require/prefer law degree on job description)

Summary of Changes for Business Services and Support Operations Divisions

- 2022-2023
 - Add Director of Purchasing position that will oversee Purchasing, Warehouse, and Property Control Departments
 - Revise structure to eliminate Transportation Assistant Director position (upon employee retirement in December 2022) and replace with two Manager positions
 - Change two Transportation positions (Camera Technician & Parts Clerk) from 11 months to 12 months
 - Revise job title and adjust funding percentage for Coordinator & Compliance Monitor of Threat Assessments in Safe Schools from 90% General to 100% General
 - Move Payroll Department under Human Resources
 - Revise job title of Manager of Purchasing to Buying Manager

Summary of Changes for Business Services and Support Operations Divisions

- 2023-2024

- Upgrade Budget Assistant to Budget Analyst
- Upgrade Senior Accounting Assistant to Financial Analyst
- Change position of Accounting Clerk to Executive Secretary
- Add Coordinator of Human Resources position
- Employment Specialist and District Office Support Staff will report to the Coordinator of Human Resources
- Upgrade one Data & Cert Specialist position to Lead Certification Specialist
- Add Manager of Environmental Services position in the Maintenance Department

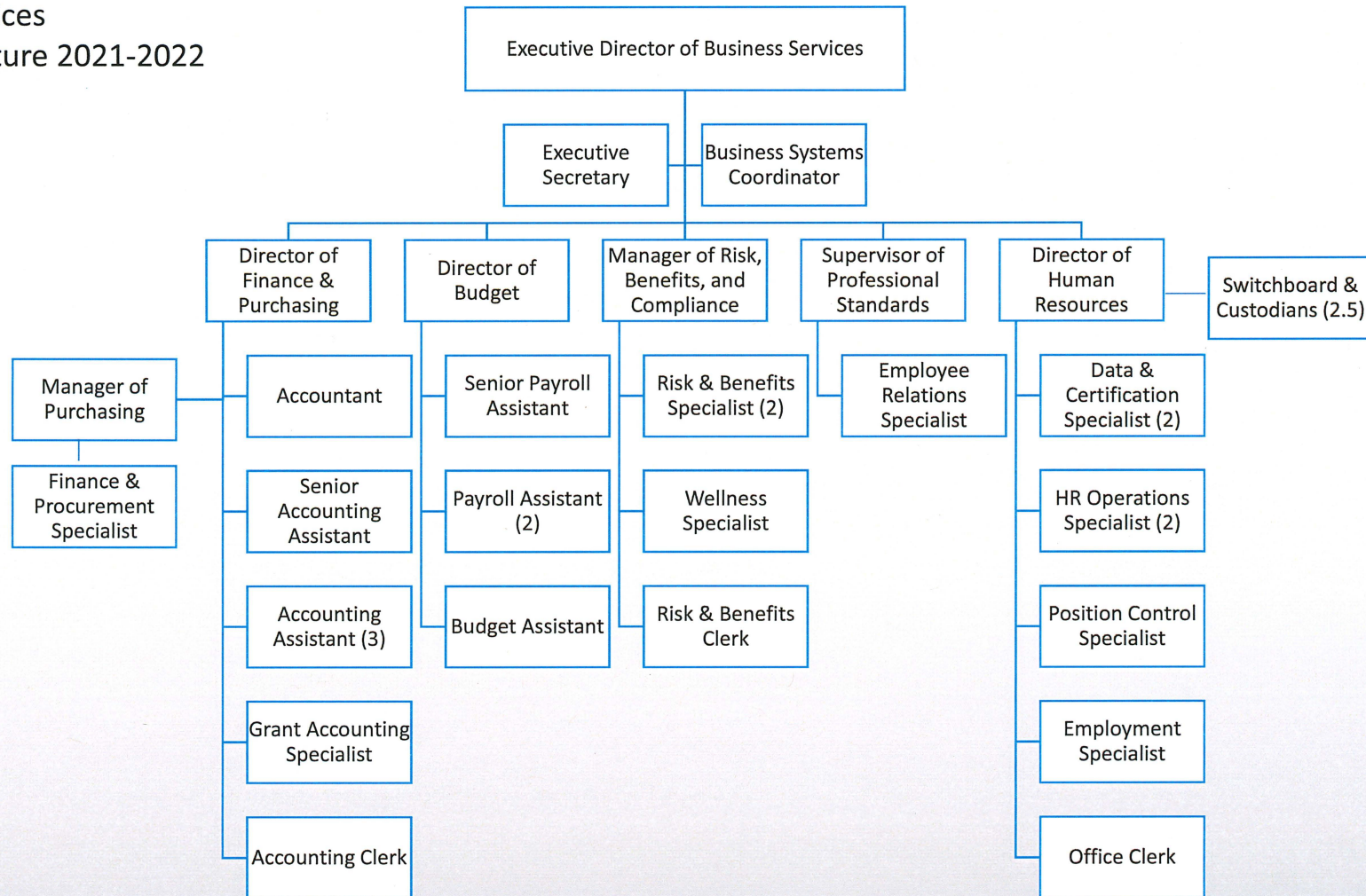
- 2024-2025

- Change Director of Budget position to Director of Finance & Budget
- Upgrade Director of Finance position to Chief Financial Officer

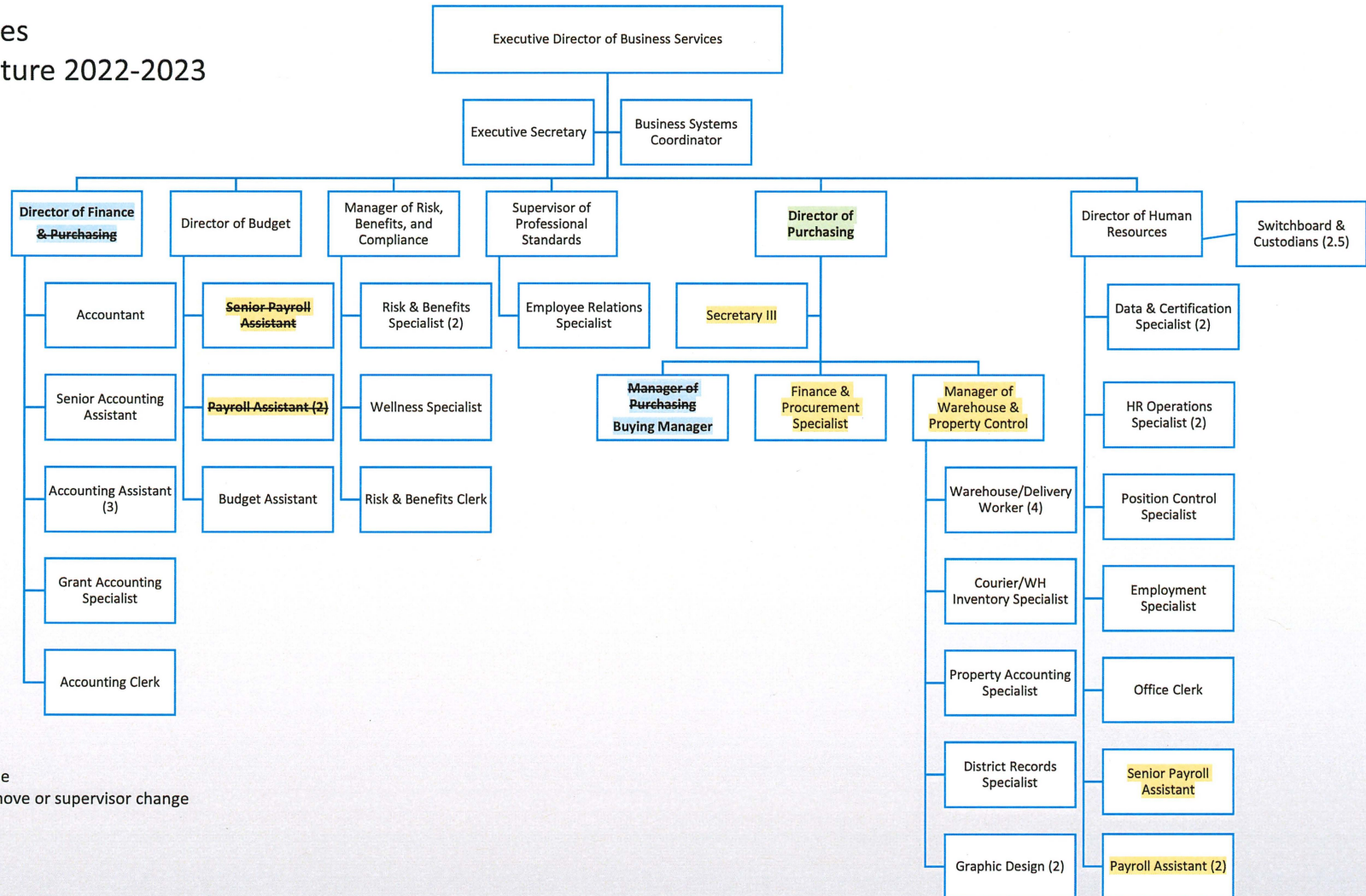
Effective July 1, 2025

- Business Systems Coordinator will move to Human Resources Department
- Chief Financial Officer and Executive Secretary will report to Assistant Superintendent of Business & Support Operations
- Executive Director of Business Services position requirements will be revised (upon retirement of employee in 2024) to require/prefer law degree

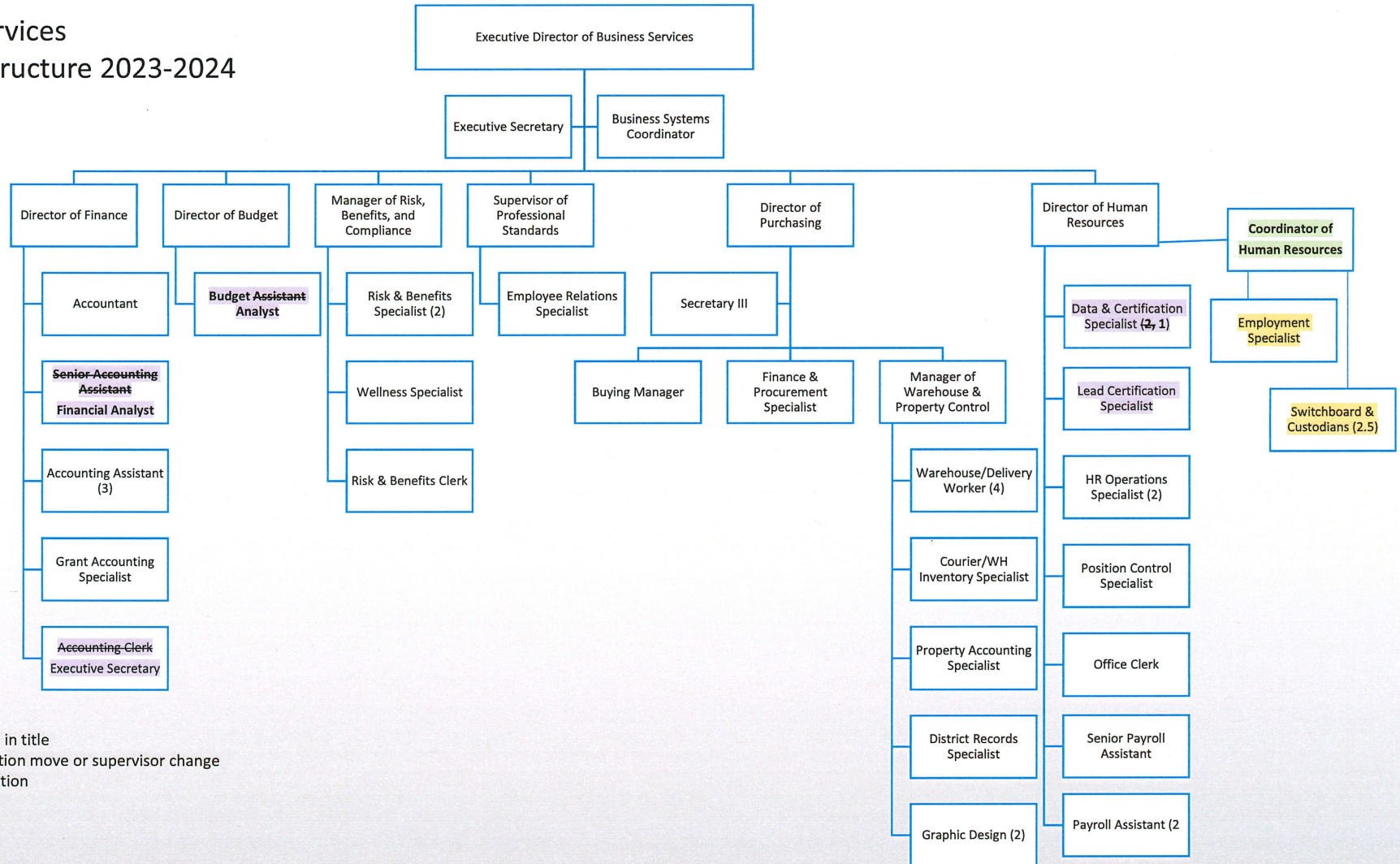
Business Services
Current Structure 2021-2022



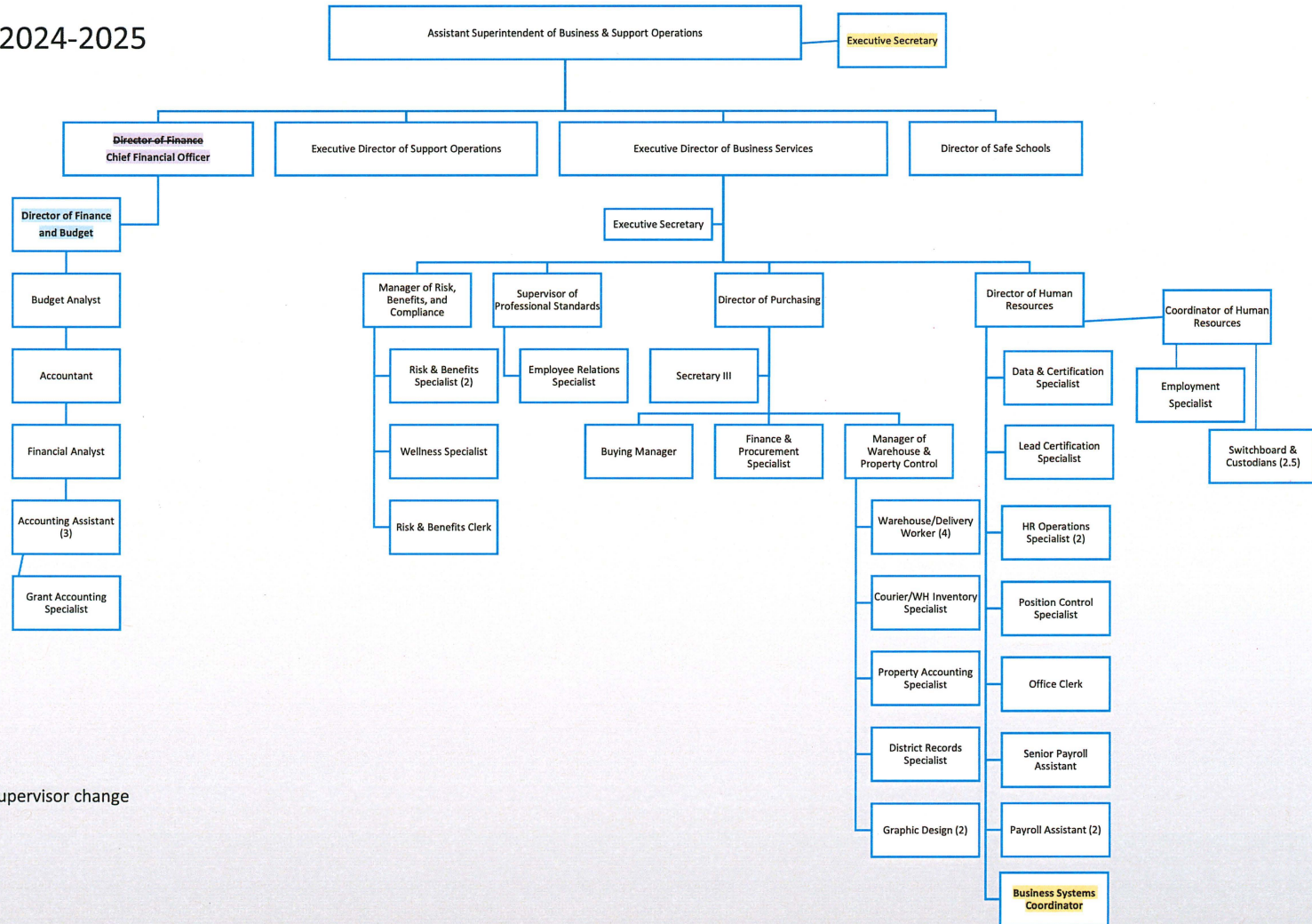
Business Services Proposed Structure 2022-2023



Business Services Proposed Structure 2023-2024



Business Services Proposed Structure 2024-2025



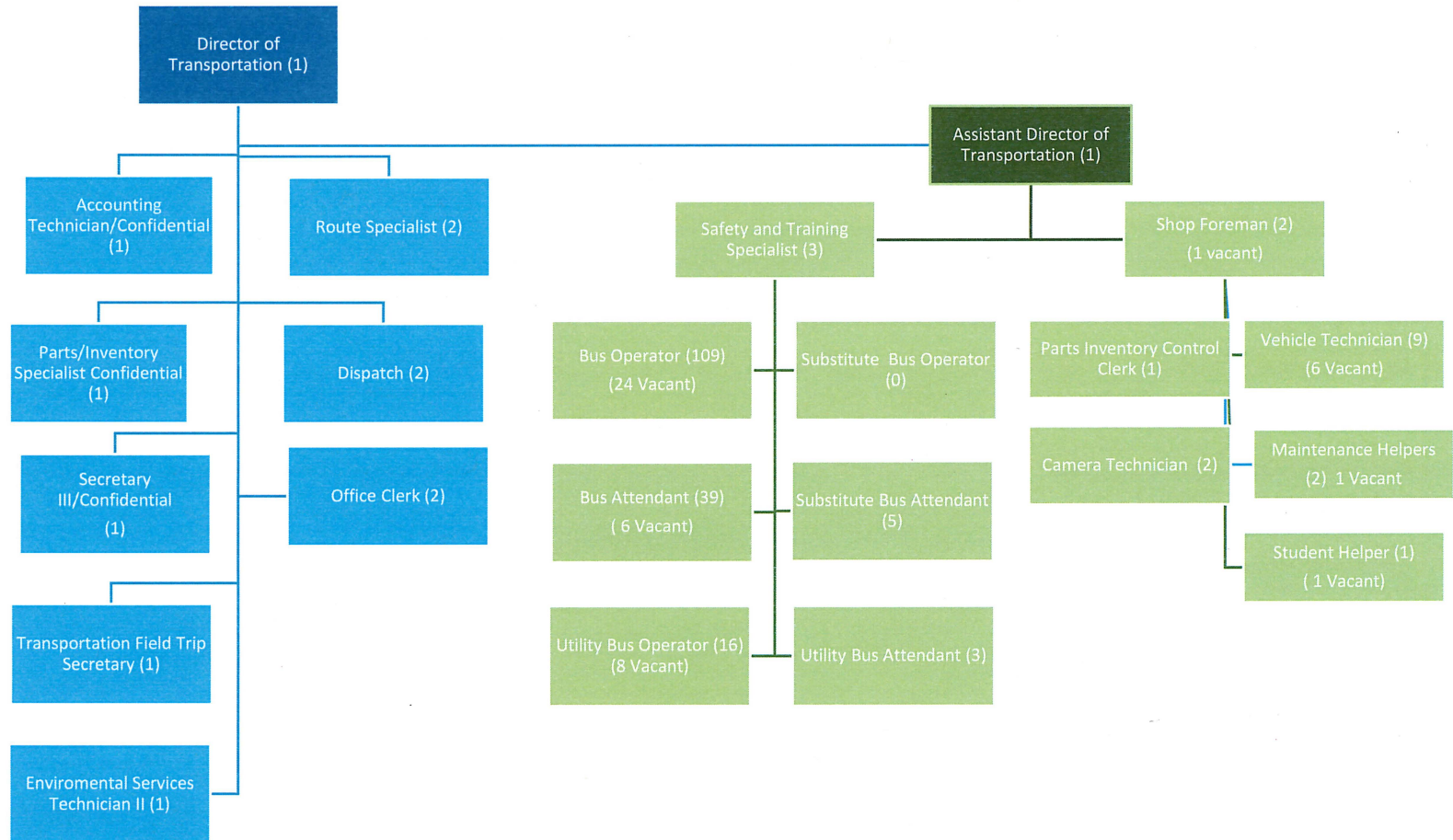
Blue = no cost change in title

Yellow = no cost, location move or supervisor change

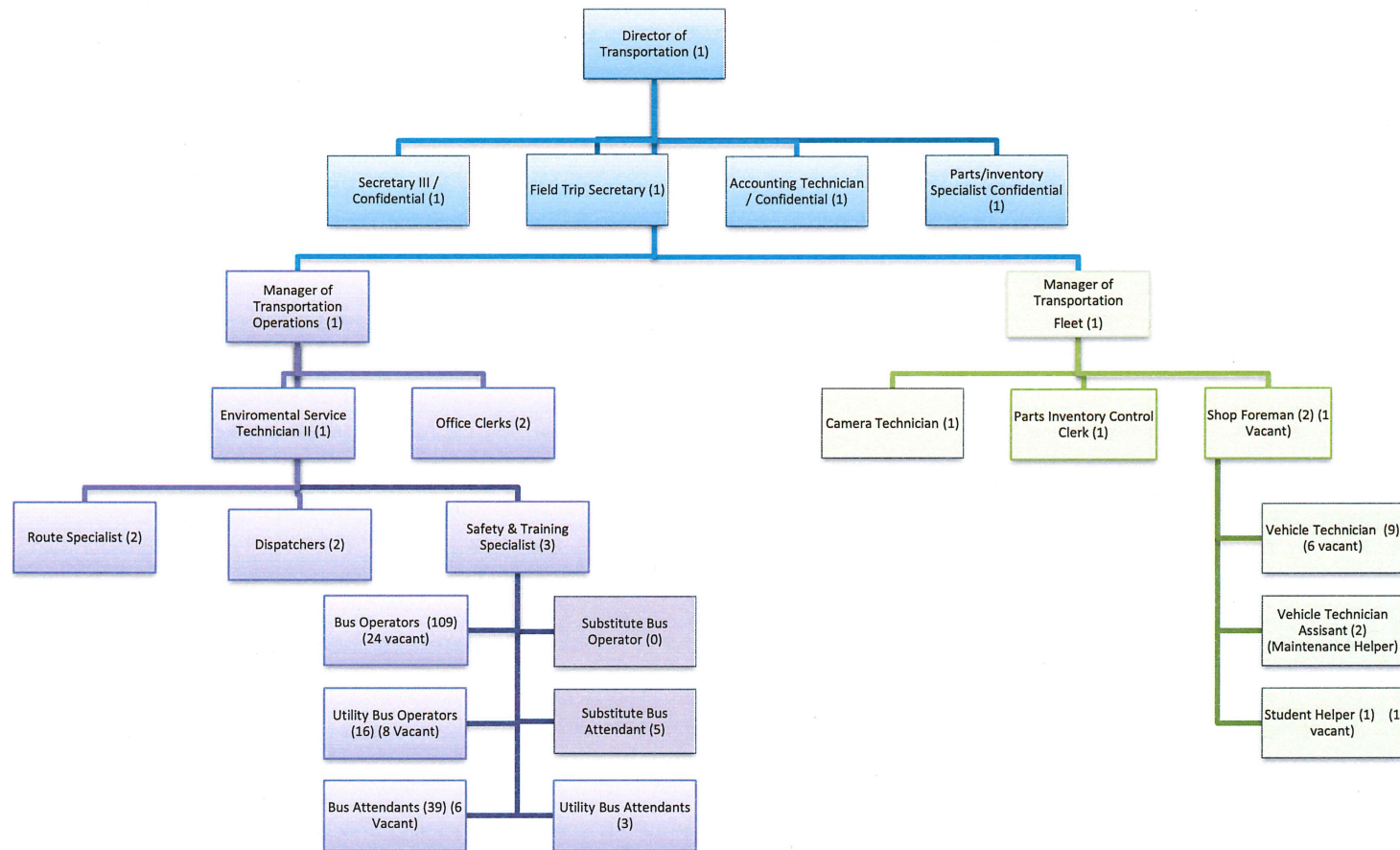
Purple = upgrade position

Green = new position

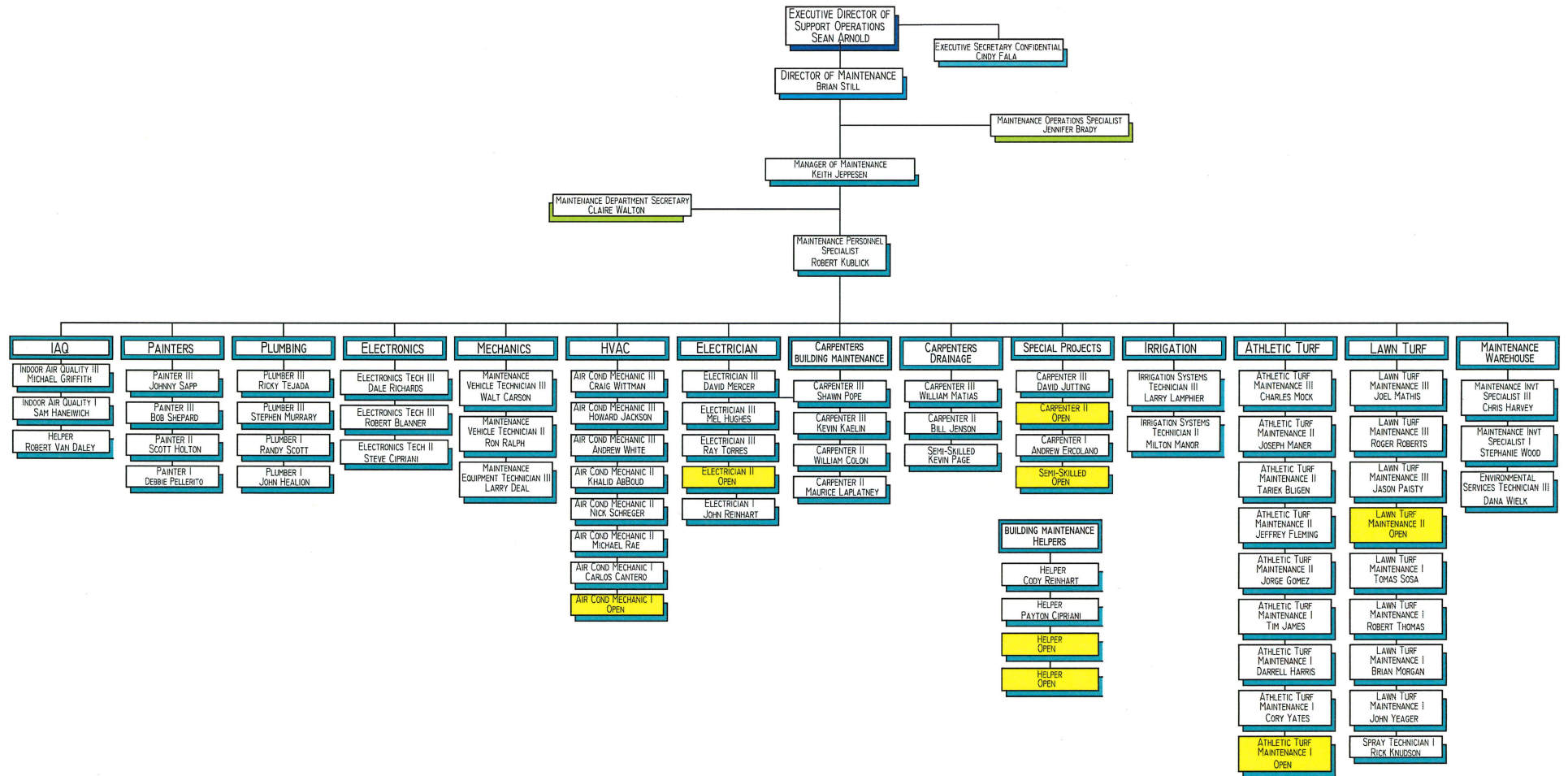
Transportation Department Organizational Chart - Current



PROPOSED HCSB Transportation Organization Chart



2021-2022 MAINTENANCE DEPARTMENT



Proposed

MAINTENANCE DEPARTMENT

