



# Hernando School District

## Legislation Details (With Text)

**File #:** 22-0153  
**Type:** Job Descriptions **Status:** Passed  
**File created:** 9/15/2021 **In control:** School Board Regular Meeting  
**On agenda:** 10/12/2021 **Final action:** 10/12/2021  
**Title:** Approve Job Description Update for: Data Entry Operator Title I and Title X, Data Entry Operator, Data Entry Technician ESE, Secretary I, Secretary II, Secretary III, Secretary to the Director of Human Resources, Secretary to the Director of Student Services, Secretary of the Director of Technology, Finance and Procurement Specialist, and Grant Compliance Specialist.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Data Entry Operator Title I and Title X Strikethrough ACC, 2. Secretary II Strikethrough ACC, 3. DataEntryOperatorTitleIandTitleXCLEANACC, 4. Data Entry Operator Strikethrough ACC, 5. Finance and Procurement Specialist ACC, 6. DataEntryOperatorCLEANACC, 7. Data Entry Technician ESE Strikethrough ACC, 8. DataEntryTechnicianESECLEANACC, 9. Secretary I Strikethrough ACC, 10. SecretaryICLEANACC, 11. SecretaryIICLEANACC, 12. Secretary III Strikethrough ACC, 13. SecretaryIIICLEANACC, 14. Secretary to the Director of Human Resources Strikethrough ACC, 15. SecretarytotheDirectorofHumanResourcesCLEANACC, 16. Secretary to the Director of Student Services Strikethrough ACC, 17. Secretary to the Directorof Student Services CLEAN ACC, 18. Secretary to the Director of Technology Strikethrough ACC, 19. SecretarytotheDirectorofTechnologyCLEAN ACC, 20. Finance and Procurement Specialist Strikethrough ACC, 21. Grant Accounting Compliance Specialist Strikethrough ACC, 22. Grant Accounting Compliance Specialist ACC, 23. Budget Sheet Sept 2021 Revised NO Financial Impact ACC

Date	Ver.	Action By	Action	Result
10/12/2021	1	School Board Regular Meeting	Adopted	Pass

### Title and Board Action Requested

Approve Job Description Update for: Data Entry Operator Title I and Title X, Data Entry Operator, Data Entry Technician ESE, Secretary I, Secretary II, Secretary III, Secretary to the Director of Human Resources, Secretary to the Director of Student Services, Secretary of the Director of Technology, Finance and Procurement Specialist, and Grant Compliance Specialist.

### Executive Summary

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve job description updates for the following:

- Data Entry Operator Title I and Title X- Update-Eliminating the ability to pass typing test of 50 words per minute from job description. Update the supervisor job title under Performance Responsibilities, Reports to, and under Evaluations from Supervisor of Title I Programs to Coordinator of Federal Programs.
- Data Entry Operator- Eliminating the ability to pass typing test of 50 words per minute from job description.
- Data Entry Technician- Eliminating the ability to pass typing test of 50 words per minute from job description. Eliminating the words “and Student Services” from Reports to, and under

Evaluations.

- Secretary I- Changing under Desired Qualifications ability to pass typing test from 50 words to 35 words per minute.
- Secretary II, III and Secretary to the Director of Human Resources- Eliminating the ability to pass typing test of 50 words per minute under required qualifications and moving it to Desired Qualifications, also updating the typing test minimum from 50 to 40 words per minute.
- Secretary to the Director of Student Services- Eliminating the ability to pass typing test of 50 words per minute from job description.
- Secretary to the Director of Technology- Changing the job Title from Secretary to the Supervisor of Technology to Secretary to the Director of Technology on the job title, and all areas of the job description where the word Supervisor is to Director.
- Finance and Procurement Specialist- Adding and eliminating certain required qualifications, desired qualifications, and performance responsibilities of this job description.
- Grant Accounting Compliance Specialist- Under performance responsibilities: Eliminating-Race to the Top and replacing for SEDNET, Title IV, and Title IX. Adding Review and approve all federal requisitions, set up new vendors. Eliminating the words responsible for, preparation of and replacing with prepare. Adding under bullet number twelve -and process monthly FA 399's. Adding on bullet fourteen -and complete annual indirect cost application. Updating to Track and prepare invoices for any federal, state, or local projects for reimbursement and eliminating the word any and as required by contract or agreement from this line. Eliminating- Assist with preparation of annual budget for Federal and State Grants. Eliminating -Review database of vendors for annual 1099 preparation and replacing with Analyze and prepare annual 1099's. Adding- Prepare quarterly health insurance reconciliation for federal funds, Prepare annual report for federal utility expenditures. Eliminating- Prepare payroll and other corresponding forms and replacing with Provide financial assistance relative to distributing expenditures to various funds, split coding positions, budget transfers, and reclassification of expenditures. Adding- Assist with policy and implementation of compliance with federal and state regulations regarding proper use and coding of funds. Adding Assist with federal and state audits. Eliminating maintain confidentiality and respond to inquiries and concerns in a timely manner. Last, updating the name of the Director of Finance to the Director of Finance and Purchasing.

### **My Contact**

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### **2018-23 Strategic Focus Area**

Pillar 2: People

### **Financial Impact**

The cost for this agenda item is \$ 0, see attached budget sheet. The cost for the previous fiscal year was \$ 0. If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved.