

## Classified Particular Kinds of Services

### Reduction Narrative

**1. Administrative Assistant Confidential – Elementary 1.0 FTE**

This reduction is part of the redesign of the Educational Services Division of the District.

**2. Administrative Assistant Confidential – Secondary 1.0 FTE**

This reduction is part of the redesign of the Educational Services Division of the District.

**3. Director of Food Services - .10 FTE**

This reduction is to reduce remnants of a previous vacant position. This does not reduce the current Director in this position.

**4. Supervisor of Food Services - .30 FTE**

This reduction is to reduce remnants of a previous position. This is currently listed in the vacant position.

**5. Data Base Administrator – 1.0 FTE**

This reduction is part of the redesign of the Technology and Information Department.

**6. Director of Technology – 1.0 FTE**

We've already eliminated one technology position. This reduction is part of the redesign of the Technology and Information Department and will allow us to have a new job created – Director of Technology and Innovation.

**7. Community Service Coordinators – 1.425 FTE**

This reduction is part of the overall service reduction in the classified service.

**8. Administrative Secretary I - .50 FTE**

This reduction is part of the redesign of the Educational Services Division of the District.

**9. Assistant Director, Human Resources – 1.0 FTE**

This reduction is part of the redesign of the Human Resources Department.

**10. Senior Instructional Assistant – Physical Education – 7.1 FTE**

This reduction is part of Board's decision to reduce the specialized delivery of physical education at the elementary level.

**11. Custodians – 20.3 FTE**

This reduction is part of the required budget reductions to meet the District's financial obligations. A redesign of the cleaning for all schools and departments is required as we strive to maintain cleanliness and safety at all District facilities.

**12. Campus Supervisor - .625 FTE**

This reduction is part of a need for less Campus Supervisor positions within the District.

**13. Early Childhood Educator - .75 FTE**

This reduction is part of a need for less Early Childhood Educators within the District as the program has been under enrolled.

**14. Parent Liaison - .50 FTE**

This reduction is due to a change to a school site plan that can no longer sustain the cost of this position.

**15. Administrative Secretary II – 1.0 FTE**

This reduction is associated with reduction in staff at WCC.

**16. Intermediate Typist Clerk – 1.0 FTE**

This reduction is associated with reduction in staff at WCC.

**17. Bond Analyst – 1.0 FTE**

This reduction is associated with the redesign of the Maintenance and Operations Division of the District.

**18. Fiscal Analyst II – 2.0 FTE**

This reduction is associated with the redesign of the Business and Fiscal Services Division of the District. Both positions will be brought back at a lower position to flatten this part of the Fiscal Department.

**19. Site Support Technician II – 2.33125 FTE**

This reduction is associated with the redesign of the Technology and Information Department and sites that can no longer afford specific tech support.

**20. Network Technician I – 1.0**

This reduction is associated with the redesign of the Technology and Information Department.

### **21. Print Finisher – 1.0 FTE**

This reduction is associated with the redesign of the Print Department.

### **22. Attendance Student Records Coordinator – 1.0 FTE**

This reduction is associated with the redesign of the Fiscal Department and will result in a new position that will combine some of the responsibilities of the Accountant reduction noted in #23.

### **23. Accountant – 1. FTE**

This reduction is associated with the redesign of the Business and Fiscal Services Department and the work will be absorbed by the new, lower level position noted in #23.

The following information is a listing of the recommended reduction of work days specific to a variety of clerical positions across the District. The specific positions with the associated reduction of work for each classification is provided with the recommendations for the work-year for each position. These numbers were arrived at based on comparisons to other school districts, keeping in mind the responsibilities associated with the roles in other districts.

#### **Elementary Schools:**

a. <u>School Office Managers</u>	<u>238-228</u>
b. <u>School Secretaries</u>	<u>228-217</u>
c. <u>Intermediate Typist Clerks</u>	<u>217-206</u>
d. <u>Community School Coordinators (2-Sites)</u>	<u>238-228</u>

#### **Middle Schools:**

e. <u>Senior Office Managers</u>	<u>260-238</u>
f. <u>Attendance Secretaries</u>	<u>238-228</u>
g. <u>Instructional Media Assistants I</u>	<u>238-228</u>
h. <u>Instructional Media Assistants II</u>	<u>238-228</u>
i. <u>School Secretaries</u>	<u>228-217</u>
j. <u>Community School Coordinators (1-site)</u>	<u>238-228</u>
k. <u>Community School Coordinators (2-sites)</u>	<u>260-238</u>

#### **High Schools:**

l. <u>Office Managers</u>	<u>260-238</u>
m. <u>High School Registrars</u>	<u>260-238</u>
n. <u>Attendance Secretaries</u>	<u>238-228</u>
o. <u>Career College Advisors</u>	<u>217-206</u>

p.	<u>Community School Coordinators</u>	<u>206-193</u>
q.	<u>Instructional Media Assistants I</u>	<u>238-228</u>
r.	<u>Instructional Media Assistants II</u>	<u>238-228</u>
s.	<u>Media Service Assistants</u>	<u>260-238</u>
t.	<u>School Secretaries</u>	<u>228-217</u>
u.	<u>Student Resource Technicians</u>	<u>228-217</u>
v.	<u>High School treasurers</u>	<u>238-228</u>

**Alternative Schools:**

w.	<u>Attendance Secretaries</u>	<u>238-228</u>
x.	<u>Career College Advisors</u>	<u>217-206</u>
y.	<u>School Community Coordinators (1-site)</u>	<u>238-217</u>
z.	<u>Instructional Media Assistants II</u>	<u>238-228</u>
aa.	<u>Media Service Assistants (1-site)</u>	<u>260-238</u>
bb.	<u>NSHS Clerical Support</u>	<u>217-206</u>
cc.	<u>School Office Managers</u>	<u>260-238</u>
dd.	<u>High School Registrars'</u>	<u>260-238</u>
ee.	<u>School Office Manager (Diablo Day)</u>	<u>217-206</u>
ff.	<u>School Office Manager (Summit Continuation, Shearer Preschool, Shadelands Center)</u>	<u>238-228</u>
gg.	<u>School Office Manager (Sunrise Center)</u>	<u>260-238</u>
hh.	<u>Secretaries (Alliance)</u>	<u>228-217</u>
ii.	<u>Secretaries (Credit Recovery Loma Vista)</u>	<u>260-238</u>
jj.	<u>Senior Secretaries (School and Community Services, After-School Program)</u>	<u>260-238</u>
kk.	<u>Senior Typist Clerks (Home and Hospital)</u>	<u>238-228</u>