

PURCHASING & WAREHOUSE PROPOSED REORGANIZATION

The proposed reorganization of the Purchasing and Warehouse Department recommends the following modifications:

1. Elimination of the Warehouse Supervisor and the Creation of the Contract and Fixed Asset Specialist

The Warehouse Supervisor Position is a duplication of responsibilities with the Director of Purchasing & Warehouse and the Warehouse Lead Worker positions. Elimination of the Warehouse Supervisor, salary range 5 (\$64,460 - \$87,121) and creation of the Contract and Fixed Asset Specialist, salary range 5 (\$64,460 - \$87,121) is proposed to support the Purchasing & Warehouse. This position will insure compliance in contracting districtwide and fixed asset management. The proposed title and range is comparable and competitive with similar positions in other like school districts.

2. Updating the job description of the Warehouse Lead Worker

In order to better represent the tasks being completed by the Warehouse Lead Worker and bring the job description into compliance with legal requirements changes are proposed.

3. Updating the job description of the Warehouse Attendant Truck Driver

In order to bring the Warehouse Attendant Truck Driver job description into compliance with legal requirements changes are proposed.

4. Updating the job description of the Instructional Media Assistant, Warehouse

In order to bring the Instructional Media Assistant, Warehouse job description into compliance with legal requirements changes are proposed.

Staffing & Fiscal Impact

Staffing Impact: New position created with new job description

Fiscal Impact: Neutral, due to elimination of Warehouse Supervisor position

CURRENT POSITION	Range	Salary Range		PROPOSED POSITION	Range	Salary Range		\$ Difference
Warehouse Supervisor	5	\$64,460	\$87,121	Contract and Fixed Asset Specialist	5	\$64,460	\$87,121	\$0