

**COMMISSION FILE NO:** 21-093-6 **DATE INTRODUCED:** June 14, 2021

**INTRODUCED BY:** Executive Director (Signature on File in the Office of the Commission)

**REFERRED BY COMMISSION CHAIRPERSON TO:** Policy, Finance, and Personnel Committee

**RELATING TO:** Approval of Job Content Values and Job Titles

**SUMMARY:**

Policy, Finance, and Personnel Committee approval is required for changes in job content values and job titles as a result of changes in position responsibilities, organizational changes affecting job duties, or to establish a job content value for newly created positions. Based on the District's process of evaluating positions, the Job Content Committee convened to evaluate the positions below. Using established methodology and lead by the Carlson-Dettmann consultant, the following changes are recommended to job content values (points and pay grade) and/or job titles:

Current Title	Recommended Title	Current Points/Grade	Recommended Points/Grade
New Position	Payroll Administrator	N/A	585/11
New Position	Accounting Supervisor	N/A	709/13

These new position descriptions are requested to better align staff expectations with future job duties.

**ATTACHMENTS:** BACKGROUND ☐ KEY ISSUES ☒ RESOLUTION ☒  
FISCAL NOTE ☒ S/W/MBE ☐ OTHER ☐ \_\_\_\_\_

*PFP\_JobContentJobTitle\_legislative\_file.docx  
06-04-21*

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## KEY ISSUES

### Approval of Job Content Values and Job Titles

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The job content values and job titles recommended are based upon an objective review of positions by the District's Job Content Evaluation Committee utilizing the Carlson-Dettmann rating system. The Committee evaluates positions using a point factor system that assigns points in the categories of Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions and Communications, and Work Environment.

Payroll Administrator – This position will be responsible for the preparation, distribution, and reporting processes for payroll, as well as the calculation of earnings, overtime, and deductions to ensure compliance with federal and State laws and District policies. The position will report to the Accounting Supervisor. A review of this position has determined it to be in pay grade 11, 585 points.

Accounting Supervisor – This position is responsible for supervising accounts payable and payroll staff as well as overseeing the payroll and accounts payable functions within the Finance Division. The position will also assist the Accounting Manager in the development and maintenance of systems for financial accounting and reporting, documentation, departmental training, and managerial decision making. A review of this position has determined it to be in pay grade 13, 709 points.

## RESOLUTION

### Approval of Job Content Values and Job Titles

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**RESOLVED**, by the Policy, Finance, and Personnel Committee, that the following job content values, pay grades and job titles are approved:

<b>Title</b>	<b>Points/Pay Grade</b>
Payroll Administrator	585/11
Accounting Supervisor	709/13