



**Agenda Item Details**

Meeting Sep 08, 2020 - Revised: Board of Trustees Meeting

Category 19. Consent Calendar: Human Resources

Subject 19.06 Action to Approve the Reclassification of an Administrative Officer to the Chancellor and Board of Trustees Position to a Director of Public Affairs and Marketing Position at the District Administrative Center.

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter  
 Laura Barroso

<b>Reclassification of the following position and incumbent effective September 9, 2020:</b>				
<b>Incumbent</b>	<b>Location</b>	<b>FTE</b>	<b>From</b>	<b>To</b>
900339914	DAC	12 months/100%	Administrative Officer to the Chancellor and Board of Trustees (Classified Management Salary Schedule #125 \$8,345.67 - \$11,183.67/month)	Director of Public Affairs and Marketing (Classified Management Salary Schedule #165 \$10,143.83 - \$13,593.58/month)

Background and Analysis

The Chancellor and the incumbent requested the subject position be studied to ensure it is classified appropriately.

Commission staff found that a portion of the duties assigned to the position are higher in complexity and fall outside the scope of responsibility of the Administrative Officer to the Chancellor and Board of Trustees classification. The recommendation to reclassify the position to the classification of Director of Public Affairs and Marketing is based upon a review of the incumbent’s completed Position Information Questionnaire, a desk audit of the subject position, a review of work samples, and discussions with the Chancellor.

The subject position is responsible for planning, managing, and implementing District governmental relations, legislative affairs, and public affairs by developing and maintaining effective relationships and advocating for the District. The subject position also provides leadership and strategic direction for District website initiatives, internal and external communications, outreach, and marketing. Though some aspects of these areas are addressed in the incumbent’s current classification, the higher-level governmental relations, public affairs, and advocacy aspects of the job are not included. Further, when the incumbent was hired, the marketing and communications department was much less robust and it did not require the strategic leadership that is needed to provide direction to the department’s supervisory, professional, and technical staff for advancing District marketing and communications initiatives. Therefore, this reclassification is warranted.

The Personnel Commission reviewed and approved the reclassification of the position on July 23, 2020 pending a qualifying exam.

Status of Incumbent

Effective with the approval of the reclassification of the position, the incumbent in the position will be reclassified into the position and receive retroactive pay back to June 24, 2019, for performing out-of-class work.

The incumbent passed a qualifying examination on August 11, 2020.

Impact of Approval

By approving this item, the district will be able to continue to assign the current duties to the position.

Impact of Non-Approval

If this item is not approved, the out-of-class duties will need to be removed.

### Fiscal Impact

Additional annual salary of \$13,752, additional annual benefits of \$7,660; total annual fiscal impact of \$21,352 charged to General Fund.

### Further Information

Greg Gillespie, Laura Barroso

[Administrative Officer to the Chancellor and Board of Trustees 4 10 17.pdf \(27 KB\)](#)

[Director of Public Affairs and Marketing. 7.2020.pdf \(126 KB\)](#)

### **Motion & Voting**

The Chancellor recommends approval.

Motion by Trustee Dianne McKay, second by Trustee Larry Kennedy.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Larry Kennedy, Trustee Dianne McKay, Trustee Bernardo Perez, Student Trustee Ashley Gonzales Advisory Vote