

# SUPERINTENDENT RECOMMENDED ADJUSTMENTS

**Note:** The following considerations were factored in when coming to the recommendations included in this report:

- Some job descriptions were out of date and revisions are recommended.
- The actual work performed was compared to the current job descriptions of each classification and whether or not it met the requirements for the classification.
- The reclassification team reviewed comparative compensation reports of similar-sized districts to compare duties and salary ranges.
- MUSD strives to be in the upper-middle compensation range when compared to surrounding districts whenever possible. Compensation adjustment recommendations were made with this in mind.

*On June 22, 2017 the Superintendent and Committee met to discuss rationale and justification for adjustments and came to agreement as indicated on this document. \*\**

Number of Employees in the Classification:	Job Title:	Current Range:	Recommended Range:	Notes:	Budget Impact (Includes Salary & Benefits)
1	Community Liaison/Bilingual Specialist 1	23	23	Keep JD the same but distinguish it - Community Liaison/ Bilingual Specialist 1 and Community Liaison/ Bilingual Specialist 2	\$0
1	Community Liaison/Bilingual Specialist 2	23	25	New title and pay range with additional responsibilities for Specialist 2	\$3,404

2	Computer Software Support Analyst	30	32	Additions and clarifications were made to the Job Description that aligns to current job duties	\$8,987
4	Computer Technician	31	31	Need to update job description. Technicians to provide input.	None
11	Principal Secretary: Elementary  Middle/Alt. HS	18	19	Need to add missing elements from Bilingual secretary JD	\$16,116
1	Principal Secretary - Comprehensive HS	21	22	*On Hold -Need to assess the needs of the MHS Principal Secretary Office. Once new principal is in place these ideas will be discussed and any changes will be retroactively paid to 7/1/17	\$1,689* *See note to the left
1	Staff Secretary Comprehensive HS (J. Pahimulin)	14	17 - this may change to the 18	Comprehensive High School Senior Staff Secretary. Move some duties from the Principal Secretary role to this role.	\$4,795* *See note in box above
1	Account Technician 1	15	17**	No changes to JD or salary	\$3,212
1	Account Technician 2	17	19**	No changes to JD or salary	\$3,225
1	Account Technician 3	20	22**	No changes to JD or salary	\$3,525

1	Account Technician 4	22	24**	No changes to JD or salary	\$3,795
1	Accountant	30	30	No changes to JD or salary	\$0
7	Payroll Specialist/HR Analyst	50	50	No Change	\$0
1	Computer Graphics and Printed Publication Specialist	26	26	No changes in job duties or pay range	\$0
1	Bond Data Secretary	24	24	No change - but will be re-reviewed when the new bond passes	\$0
1	Publication Specialist	17	17		\$0
1	Adult Ed Principal's Secretary	21	24**	Additional responsibilities to be added to the job description to incorporate the personnel related duties. Change work year to 12 months from 11 months.	\$5,246
1	Principal's Secretary - Corrections	18	19	Additional duties to be added to the job description	\$1,598
1	Secretary Clerk (Adult Ed)	12	14	Adapt job description to become a Staff Secretary-Corrections with a few additional duties	\$1,440
1	Alternate GED Chief Examiner	22	22	Change title to Alternate Chief Examiner: High School Equivalency to match	\$0

				the name of the new assessment.	
1	Adult Ed Test Examiner	14	14	Minimal additions to the job description	\$0

**Total Cost: \$57,031**