

Board Submission Form Bloomfield School District

Meeting Date: 6/14/2022

Item Title: Reorganization of Admin Assistants for multiple Cabinet Members to Office Managers

Action Requested By: Debbie Hernandez Presented By: Debbie Hernandez

Action Requested: Approval to change Admin Assistant title and pay for multiple Cabinet Members to Office Manager

Item Summary: Reorganizing to include title and pay change for Administrative Assistant for two cabinet members, 249 days. Pay will increase to \$35,000 per year.

Brief History (if applicable): Secretaries for cabinet members were paid sporadically; aligning to office manager pay.

Answer the following:

Request: Approve title and pay change for secretary of two cabinets members

Benefit or Impact to the District: Equity pay among all Office Managers in district

Reason for Request: Equity in pay

Cost: see attached What Budget: GO

Mandate: Yes x No

Budget OR Grant: Budget: x Grant:

Summary By/Title: Approval for title and pay change for secretary of two cabinet members

Attachments: Worksheet cost



Route for Staff Review:	Reviewed By:	Comments:
<u> </u> Not Applicable	<u> </u>	<u> </u>
<u> </u> Finance	<u> </u>	<u> </u>
<u> </u> Purchasing	<u> </u>	<u> </u>
<u> </u> Human Resources	<u> </u>	<u> </u>
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