

5. CONSENT AGENDA 4. HUMAN RESOURCE

5.4.4. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following changes in the Bookstore to increase operational efficiencies and consolidate duties under existing positions. The proposed changes are funded within the FY26 Auxiliary budget.								
1	Job Grade and Job Title	Vacant	Classified Position Number: 1262 Retail Associate, Bookstore	Classified Position Number: 1262 Retail Associate and Buyer, Bookstore	A13 Non-exempt	B23 Non-exempt	7/1/2025	N/A
2	Job Grade, Job Title, Promotion	Vu, Alan	Part-time Classified Position Number: 1051 Retail Assistant, Bookstore	Part-time Classified Position Number: 1051 Retail and Senior Accounting Assistant, Bookstore	A12 Non-exempt	B21 Non-exempt	7/1/2025	N/A
Recommendation: Approve the proposed position changes with the effective date noted above.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PERSONNEL AND POSITION CHANGES (CONTINUED)

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following changes in Human Resources to realign staff and positions to ensure the effective knowledge transfer between existing staff and to enhance and expand compensation, leave and benefits support for employees. The proposed changes are funded through reallocation within the FY26 budget.								
1	Job Grade, Job Title, Promotion	Ko, Janet	Specialist Position Number: 1495 HR Benefits Specialist, Human Resources	Specialist Position Number: 1143 Leave and Benefits Coordinator, Human Resources	B24 Non-exempt	B32 Exempt	7/21/2025	7/21/2025-6/30/2026
2	Job Grade, Job Title, FLSA	Vacant	Specialist Position Number: 1495 HR Benefits Specialist, Human Resources	Specialist Position Number: 1495 Compensation and Benefits Coordinator, Human Resources	B24 Non-exempt	B32 Exempt	7/21/2025	TBD
Recommendation: Approve the proposed position changes with the effective date noted above.								