



MEMO:

To: District 97 Board of Education

From: Timothy Kilrea and Cathie Pezanoski
Co-Interim Senior Directors of Human Resources

Date: September 14, 2021

RE: Approval of Posting: 12 Month Administrative Assistant (Human Resources)

The Co-Interim Senior Directors of Human Resources are recommending to hire an administrative assistant to the team, instead of adding an additional HR Coordinator. The administrative assistant would give much needed support to the HR Department in the areas of managing personnel records, sending human resource informational letters, managing issuance and renewal of state certificates and assist with the overall work flow within the office.

This position previously existed in the Human Resources Department; however, the position has remained vacant after the previous administrative assistant was promoted to the coordinator level. After discussing with the Human Resources Team, we are making this recommendation with the full support of the office staff.

Structuring the Human Resources Team in this manner has two significant benefits: first, it comes with a cost savings to the District; and second, it will provide immediate support to areas that are currently in need. The position is exempt from the bargaining unit as outlined in the current OPESPA agreement. We are excited to proceed in this manner and appreciate the support from the Board. Please see the attached job description for further information.