



GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Board of Education
Dr. Andy Barrett, Superintendent

FROM: Dr. Adam Law, Assistant Superintendent of Human Resources

RE: 2025/2026 Staffing Recommendation

DATE: April 14, 2025

Over the past five months, the Administration has been engaged in a process of identifying staffing priorities that are responsive to the changing needs of the school district. The proposed staffing changes were reviewed at the Board of Education meeting on March 10, 2025. District Administration requests that the Board approve the staffing change listed below, effective for the 2025/2026 school year.

Add a second Information Systems Analyst

The Information Systems Analyst position is responsible for supporting the management, operations, and interoperability of the District's information systems. In today's environment, the interoperability of systems is a critical support function as this work helps to ensure that data is maintained and integrated in a reliable, efficient, and effective manner. Those that work in this position develop intimate knowledge of the systems they support, the people and processes that rely on the information stored within these systems, and the data elements maintained. With this knowledge, the analyst can identify, develop, and support process improvement and automation; they develop greater insights into the system's data; and contribute to the organization's overall efficiency.

The district currently employs one (1.0) FTE in this role. This FTE level is below optimal. The workload for this position continues to increase. The projected workload over the next 18 months is increasing while there is currently a backlog of identified work to be completed. When possible, other Technology staff contribute to this job function to complete critical projects and backfill when needed; however, this assistance cannot be consistently provided.

To operate more effectively, it is recommended that the currently vacant FTE, a third Technology Support Specialist, be repurposed as an Information Systems Analyst in the Technology Department. This would allow the department to clear the backlog of work, provide a greater level of support, and be better positioned to identify opportunities to implement projects that can improve the insight and efficiency of the organization.

Salary = \$75,000

Cost of potential benefits increase = \$15,000

A cost summary for this additional FTE is provided below.

Position	Projected Cost
Information Systems Analyst	\$75,000
Offset from not replacing a Technology Support Specialist	\$45,000
TOTAL	\$30,000 <i>+benefits TBD</i>

The Administration recommends the approval of this position as presented.