

GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: April 14, 2020

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of April 6, 2020.

The following job descriptions/positions have been reclassified as professional exempt as determined by the Fair Labor Standards Act (FLSA) and are being presented for approval:

Data and Assessment Coordinator (formerly Accountability and Research Assistant)
HRIS Analyst

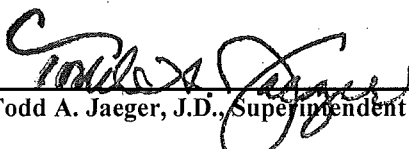
RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented.

INITIATED BY:


Michelle H. Tong, J.D., Associate to the Superintendent

Date: April 6, 2020


Todd A. Jaeger, J.D., Superintendent

DATA AND ASSESSMENT COORDINATOR

QUALIFICATIONS:

A. REQUIRED:

- Bachelor's degree and two (2) years of experience conducting statistical analyses in Education, Social Science, or other related work experience; and a prolonged course of intellectual study in one of the above cited disciplines
- Computer skills in areas of word processing, spreadsheets, charts/graphs
- Experience using databases and software for statistical analysis
- Equivalent combination of education/training/experience

B. DESIRED

- Master's degree preferred
- Has experience in educational or social science program evaluation and/or research
- Has strong knowledge of statistical analysis or mathematics

SUMMARY:

The Accountability and Research Assistant provides coordination, training, and support for Federal, State, and District testing; and assistance with data collection, storage, and report generation in the areas of accountability and student assessment to help guide decision making and planning. Incumbent continuously models and exercises discretion, independent judgement, and decision making.

Reports to: Program Evaluation and Data Analyst

ESSENTIAL FUNCTIONS:

- Determines and conducts data collection/entry in spreadsheets and databases
- Collects and maintains various summary statistics for schools and the District
- Uses SQL to query databases, SPSS to run statistics, Excel to create tables and graphs for reporting purposes; and creates and maintains various databases for long-term use
- Develops and produces electronic and printed reports for public dissemination
- Maintains documents and calendars for state mandated testing ; and assists schools to develop calendars for testing
- Attends training related to test coordination
- Determines, develops, and provides training to staff on state, federal, and district assessments such as MAP, AzM2, AIMS Science, ACT, and NAEP testing
- Monitors the ordering, shipping, and storage of secure testing materials

- Organizes and trains schools staff for testing
- Provides technical support for electronic testing programs (including setting up user accounts and resetting passwords) for all district, state, and national testing systems
- Combines results, data, tables, and charts together to produce reports
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS:

- Analytically oriented
- Well organized
- Ability to communicate orally and in writing
- Ability to communicate individually and in group settings
- Ability to prioritize and handle multiple tasks simultaneously
- Basic understanding of assessment data and research
- Ability to operate digital office equipment
- Ability to lift and organize boxes weighing as much as 35 pounds

HRIS ANALYST

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent (GED)
- Bachelor's degree or higher
- Minimum three years of mid-level data entry/clerical experience with one year in human resources and/or records management; or two years of human resources information systems (HRIS) experience
- Strong working knowledge of computer applications to include word processing, spreadsheets, databases and software applications
- Equivalent combination of education/training/experience

B. DESIRED

- Advanced training with computer software applications/databases
- Prior experience working in an educational setting

SUMMARY

Performs technical duties of moderate variety in support of Human Resources (HR) and its information systems by providing support in regards to implementation, maintenance and use. This position is also responsible for the retention and maintenance of District records and information in accordance with State statutes, regulations, and district policies.

Reports to: Manager of Human Resources

ESSENTIAL FUNCTIONS

- On behalf of and in consultation with the HR Manager, supervises, and evaluates select staff members including but not limited to the Human Resources Data Technician and Clerk II (File Clerk)
- Participates in the development, implementation and expansion of the District's HRIS: human resources management system (HRMS), applicant tracking system and substitute/absence management system
- Solicits and identifies overall needs and functionality of the HRIS
- Researches and provides recommendations in regards to workflow and system enhancements
- Supports HRIS with focus on configuration, set-up, and testing
- Audits the HRIS to ensure the integrity of information by analyzing data and running queries; and audits the HR Specialists' entries into the employment database for accuracy
- Researches and resolves HRMS/HRIS concerns or problems, unexpected results or process flaws, performing scheduled activities, and recommends solutions or alternate methods to meet system and/or department requirements
- Develops and conducts HRIS related training to system users to include up to date training manuals and materials

- Writes, maintains, and supports a variety of reports or queries using appropriate reporting tools and techniques
- Facilitates and simplifies hiring tasks through automated, real-time, electronic personnel action processes
- Acts as liaison between HR, informational technology (IT) and software vendors
- Assists the HR Manager with the operation of the Human Resources function as needed
- Addresses, compiles, prepares, and processes special administrative report requests of a varied and complex nature as needed
- Submits 301 plan and Results Based Funding calculations to Payroll; and submits the School District Employer Report (SDER) to the Arizona Department of Education (ADE)
- Gathers requested employee data for special projects such as United Way, 301 participation, and Civil Rights Data Collection (CDRC)
- Attends meetings and seminars related to HRIS; and facilitates and participates on various committees as needed
- Oversees a computerized database of all applicant file information and regularly purges database and files
- Supervises and directs the review of employment applications (including transfer applications) to determine if position qualifications have been met, pre-employment testing, and all related correspondence
- Assists with employment-related activities and department initiatives, such as job fairs, as requested
- Oversees the HR file room to include the supervision and maintenance of files
- Stores, maintains, and preserves the District's electronic and physical records/files in accordance with prescribed regulations, procedures, and statutes
- Assists employees when requesting to review their employment file
- Oversees and provides copies of employment files for public record requests
- Reviews records retention schedules and governmental record-keeping requirements to determine timetables for transferring records to archives or for destroying obsolete records; and makes recommendations regarding the same
- Assists departments and sites with record retention, processing, and destruction; and provides assistance with extraction of information and report generation
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs all duties with patience, courtesy and tact
- Performs related duties as assigned, which may include serving as a secondary backup to receptionist for short periods of time, as needed

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to bend at the knee to reach items on the ground
- Ability to reach as needed to plug in computer equipment
- Ability to carry computer equipment as needed

- Ability to multi-task in an office setting
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to clearly communicate, both orally and in writing
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity

4/14/2020

**GOVERNING BOARD MEETING
PERSONNEL CHANGES**

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Hizny	April	Data & Assessment Coordinator	CL-PR	Wetmore Center	Reclassification	PR EX	+\$869.06	Result of employee's job audit request
Morek	Zak	HRIS Analyst	CL-PR	Wetmore Center	Reclassification	PR EX	1 Year	Result of employee's job audit request
Baez	Alfa	Secretary I	CL	Ironwood Ridge High	Added Duty			\$12.24 hour
Hillis	Teresa	Bilingual Office Assistant	CL	Wetmore Center	Added Duty	G	N/A	
Klingman	Henry	Bus Driver	CL	Transportation	Increase FTE	J	N/A	
Nintzel	Julie	Student Services Coordinator Assi	CL	Wetmore Center	Promotion	D	+\$0.48	
Sattler	Laura	Custodian I	CL	Amphi Middle School	Promotion	D	+\$0.48	
Alzner	David	ADDN - Library Department Chair	ADCT	Wetmore Center	Addendum			\$1675.00
Arthurs	Robbin	ADDN - Curriculum Development	ADCT	Wetmore Center	Added Duty			\$25.00 per hour
Arthurs	Robbin	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Added Duty			\$30.00 per hour
Balachandran	Devahi	ADDN - Amphi Academy Mentors	ADCT	Amphi Academy Online	Addendum			\$800.00
Caldwell	Theresa	Teacher - Homebound	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Carter	Beth	ADDN - Section 504	ADCT	Cross Middle School	Addendum			\$800.00
Dodds	Kathryn	Coach - Track Head MS	ADCT	La Cima Middle School	Addendum			\$1700.00
Donahue	Brian	Coach - Volleyball Head MS	ADCT	La Cima Middle School	Addendum			\$1700.00
Floyd	Scott	Coach - Track Assistant MS	ADCT	Coronado K-8 School	Addendum			\$1400.00
Gibson	Elizabeth	Teacher - Homebound	ADCT	Wetmore Center	Added Duty			\$30.00 per hour
Glavin	Kelsey	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Added Duty			\$30.00 per hour
Goodridge	George	Teacher - CTE	ADCT	Ironwood Ridge High	Added Duty			\$28.01 hour
Green	Rebecca	Coach - 4th Q. Interscholastic Sup	ADCT	Coronado K-8 School	Addendum			\$500.00

*	2020-2021 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Demotion	Voluntary demotion	CL	Classified
Extension	End date being extended	PR	Professional
Increase FTE	Increase in hours/contract	EL	Elementary
Promotion	Employee receiving a promotion to another position	MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration	HS	High School
Status Change	Employee changing status (i.e. short term to career)		
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Hayes	Jeremy	Coach - Volleyball Head MS	ADCT	Coronado K-8 School	Addendum			\$1700.00
Herron	Candance Joy	Special Education Facilitator	ADCT	Wilson K-8 School	Added Duty			\$450.00
Hill	Vanessa	ADDN - Certified Staff Trainer	ADCT	Rio Vista Elementary	Added Duty			\$30.00 per hour
Hill	Vanessa	ADDN - Curriculum Development	ADCT	Rio Vista Elementary	Added Duty			\$25.00 per hour
Kitay	Hillary	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Added Duty			\$30.00 per hour
Landrith	David	ADDN - Amphi Academy Mentors	ADCT	Amphi Academy Online	Addendum			\$800.00
Neier-Gordon	Tami	ADDN - Library Department Chair	ADCT	Wetmore Center	Addendum			\$1675.00
Ousley	Wendi	ADDN - Amphi Academy Mentors	ADCT	Amphi Academy Online	Addendum			\$800.00
Panneck	Jeffrey	Coach - 4th Q. Interscholastic Sup	ADCT	La Cima Middle School	Addendum			\$500.00
Pellman	Amanda	Coach - Volleyball Assistant MS	ADCT	La Cima Middle School	Addendum			\$1400.00
Retherford	Robert	Coach - 4th Q. Interscholastic Sup	ADCT	Coronado K-8 School	Addendum			\$2000.00
Shotts	Kathleen	Teacher - Homebound	ADCT	Wetmore Center	Added Duty			\$30.00 per hour
Sparlin	Erika	Coach - Track Assistant MS	ADCT	Coronado K-8 School	Addendum			\$1400.00
Spillane	Marnie	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Added Duty			\$30.00 per hour
Spillane	Marnie	ADDN - Curriculum Development	ADCT	Wetmore Center	Added Duty			\$25.00 per hour
Thamarus	Karen	ADDN - Amphi Academy Mentors	ADCT	Amphi Academy Online	Addendum			\$800.00
Todd	Cary	Coach - Baseball Head MS	ADCT	La Cima Middle School	Addendum			\$1700.00
Vandivort	Pamela	ADDN - Classified Staff Trainer	ADCT	Wetmore Center	Added Duty			\$30.00 per hour
Watson	David	Coach - Softball Assistant MS	ADCT	Amphi High School	Addendum			\$1000.00
Welsh	Brian	Coach - Baseball Assistant MS	ADCT	La Cima Middle School	Addendum			\$1400.00
Woodard	Nicholas	Coach - 4th Q. Extracurricular Acti	ADCT	La Cima Middle School	Addendum			\$2000.00
Hernandez	Julius	Coach - Baseball Head MS	ADCL	Amphi Middle School	Addendum			\$1700.00

*	2020-2021 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Demotion	Voluntary demotion	CL	Classified
Extension	End date being extended	PR	Professional
Increase FTE	Increase in hours/contract	EL	Elementary
Promotion	Employee receiving a promotion to another position	MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration	HS	High School
Status Change	Employee changing status (i.e. short term to career)		
Temporary	Employee working for a limited period of time		
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GOVERNING BOARD MEETING
PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Valdez	Victor	Coach - Track Assistant MS	ADCL	La Cima Middle School	Addendum			\$1400.00

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Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
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