
BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X__

Item: Career & Talent Development Department – two personnel changes

Submitted by: Dave Rodgers

Date: 8/11/2025

Recommended by: Sue Gardner

Board Meeting Date: 8/18/2025

RECOMMENDATION: It is recommended that the Board approve modifications to two existing support staff positions:

- Administrative Assistant to the Director of CTE: The title will change to Career and Talent Development Support Specialist (no change in Classified Hourly Grade or number of days)
- CTE Reporting Specialist: Re-designate from 215 days to 260 days (no change in Classified Hourly Grade)

BACKGROUND:

These two changes to existing positions better align with the evolving and overall needs of the Career and Talent Development Department.