

TO: Warren County Board of School Directors

FROM: Bob Terrill

RE: Administrative Support Group Salaries Recommendation

DATE: October 22, 2010

COPIES TO: Ruth Huck
Amy Stewart

Attached is the recommended language for the Administrative Support Group Agreement, which was reviewed earlier in the school year by the Personnel Committee.

Also attached is a recommendation for the Administrative Group salaries. It is based on a 3 ½% for most of the Administrative Group. Salaries for five members of this group are more than 3 ½% increases. Footnotes are provided to explain the five salaries which are more than 3 ½% increases. In general, the increases for the five individuals are based on the following two factors:

1. Reorganization of the Human Resource Office, and
2. Reorganization of the Business Office (dealing with the resignation of the Staff Accountant)

The spread sheet below shows the recommended salary increases for the Administrative Support Group.

Footnotes	Position	2009-10		2010-11		Percent
		Hourly Rate	Ann. Sal.	Hourly Rate	Ann. Sal.	Increase
	Grounds Manager	\$ 20.240	\$ 42,099.20	\$ 20.948	\$ 43,572.67	3.5%
	Maintenance Manager	\$ 24.390	\$ 50,731.20	\$ 25.244	\$ 52,506.79	3.5%
*	Admin. Assist., Supt.	\$ 17.760	\$ 36,940.80	\$ 19.240	\$ 40,019.20	8.3%
1	Admin. Supervisor, Human Resource	\$ 17.760	\$ 36,940.80	\$ 20.010	\$ 41,620.80	12.7%
**	Admin. Supervisor, Bus. Office	\$ 19.320	\$ 40,185.60	\$ 20.010	\$ 41,620.80	3.6%
2	Admin. Assist., Human Resource	\$ 16.990	\$ 35,339.20	\$ 19.240	\$ 40,019.20	13.2%
3	Administrative Supervisor, Payroll	\$ 16.990	\$ 35,339.20	\$ 20.010	\$ 41,620.80	17.8%
	Information Specialist, Shipping & Rec.	\$ 16.990	\$ 35,339.20	\$ 17.585	\$ 36,576.07	3.5%
	Information Specialist, Business Office	\$ 16.990	\$ 35,339.20	\$ 17.585	\$ 36,576.07	3.5%
4	Information Specialist, Payroll	\$ 14.040	\$ 29,203.20	\$ 17.585	\$ 36,576.80	25.2%
	EIT Tax Office Supervisor	\$ 16.57	\$ 34,465.60	\$ 17.150	\$ 35,671.90	3.5%
	Secretary to Director, Bgs. & Grnds.	\$ 14.040	\$ 29,203.20	\$ 14.531	\$ 30,225.31	3.5%

FOOTNOTES

- 1 The Administrative Assistant, Human Resources was promoted to Administrative Supervisor, Human Resources. The initial superintendent recommendation for salary increase was \$2.25 per hour.
 - 2 The Information Specialist, Human Resources was promoted to Administrative Assistant, Human Resources. The initial superintendent recommendation for salary increase was \$2.25 per hour.
 - 3 The Information Specialist, Payroll will be recommended for promotion to the position of Administrative Supervisor, Payroll. The recommended salary is equal to all administrative supervisor salaries.
 - 4 The Confidential Secretary to a Director, Human Resources is eliminated and will be recommended to be appointed to the position of Information Specialist, Payroll. That position will be compensated at the salary of an information specialist.
- * The Administrative Assistant to the Superintendent is recommended to be compensated at the same rate as all administrative assistant positions.
- ** The Administrative Supervisor, Business Office is recommended to be compensated at the same rate as all administrative supervisor positions.

NOTE: The savings realized from the elimination of the Human Resource Director position more than covers the increase remuneration for the two Human Resource office salary increases and was explained prior to Board approval in the spring, and also at the September Personnel Committee meeting.

The savings of approximately \$7,897, realized with the reorganization of the Business Office Positions covers the increase remuneration for the remaining Administrative Support positions. The attached spreadsheet provides the backup documentation to show how the savings is realized.

Proposed Changes in Business Department

				Prior to Changes						After Proposed Changes		
	FTE	Dept			Actual 09-10	Proposed 10-11					Proposed 10-11	
A	1	Bus	Business Administrator Administration	Petter Turnquist	\$78,150	\$80,885			Business Administrator Administration	Petter Turnquist	\$80,885	
B	1	Bus	Payroll Supervisor Act 93	Barbara Cook	\$49,812	\$51,555			Business Services Manager / or continue title of Payroll Supervisor Act 93	Barbara Cook	\$56,555	
C	1	Bus	Staff Accountant Act 93	LeeAnn Pierce	\$48,741	\$50,447			Administrative Supervisor - Payroll - new position Administrative Support	Lisa Moldovan	\$41,620	
D	1	Bus	Transportation / Purchasing Manager Act 93	Kimio Nelson	\$53,026	\$54,882			Transportation / Purchasing Manager Act 93	Open Position as of Oct 8th	\$54,882	
E	1	Bus	Administrative Supervisor - Business Office Administrative Support	Cindy Nyquist	\$40,189	\$41,595			Administrative Supervisor - Business Office Administrative Support	Cindy Nyquist	\$41,595	
F	1	Bus	Information Specialist - Payroll Administrative Support	Lisa Moldovan	\$35,331	\$36,568			Information Specialist - Payroll Administrative Support	Anita Pellegrino	\$36,568	
G	1	Bus	Information Specialist - Business Office Administrative Support	Judy Whitmire 2080 hrs.	\$35,331	\$36,568			Information Specialist - Business Office Administrative Support	Judy Whitmire 2080 hrs.	\$36,568	
H	1	Bus	EIT Tax Office Supervisor Administrative Support	Donna Zega 2080 hrs.	\$34,466	\$35,672			EIT Tax Office Supervisor Administrative Support	Donna Zega 2080 hrs.	\$35,672	
I	1	Bus	Secretary A - Accounts Payable Support	Chris Seekings 1820 hrs.	\$24,151 \$13.27/hr	\$24,934 \$13.70/hr			Secretary A - Accounts Payable Support	Chris Seekings 1820 hrs.	\$24,934 \$13.70/hr	
J	0.5	Bus	Secretary A - Accounts Payable Support	Susan Brown 910 hrs.	\$12,076 \$3.27/hr	\$12,467 \$13.70/hr			Secretary A - Accounts Payable Support	Susan Brown 910 hrs.	\$12,467 \$13.70/hr	
K	0.5	Bus	Secretary A - Receptionist Support	Susan Brown 910 hrs.	\$12,076 \$3.27/hr	\$12,467 \$13.70/hr			Secretary A - Receptionist Support	Susan Brown 910 hrs.	\$12,467 \$13.70/hr	
L	1	Bus	Secretary A - EIT Support	Rose Dore 1820	\$24,151 \$13.27/hr	\$24,934 \$13.70/hr			Secretary A - EIT Support	Rose Dore 1820	\$24,934 \$13.70/hr	

