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			200	9-10			201	0-11	Percent
Foot		Ηοι	urly Rate		Ann. Sal.	Ηοι	urly 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, Blgs. & 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 10-11	\$80,885	\$56,555	<mark>\$</mark> 41,620	\$54,882	\$41,595	\$36,576	\$36,568	\$35,672	\$24,934 \$13.70/hr	\$12,467 \$13.70/hr	\$12,467 \$13.70/hr	\$24,934 \$13.70/hr
After Proposed Changes		Petter Turnquist	Barbara Cook	Lisa Moldovan	Upen Position as of Uct. 8th	Cindy Nyquist	Anita Pellegrino	Judy Whitmire 2080 hrs.	Donna Zega 2080 hrs.	Chris Seekings 1820 hrs. \$1:	Susan Brown 910 hrs. \$1:	Susan Brown 910 hrs. \$1:	Rose Dore' \$1: 1820
After Pro		Business Administrator Administration	Business pervices manager / or continue title of Payroll Supervisor Act 93	Administrative Supervisor - Payroli - new position Administrative Support	Transportation / Purchasing Manager Act 93	Administrative Supervisor - Business Office Administrative Support	Information Specialist - Payroll Administrative Support	Information Specialist - Business Office Administrative Support	EIT Tax Office Supervisor Administrative Support	Secretary A - Accounts Payable Support	Secretary A - Accounts Payable Support	Secretary A - Receptionist Support	Secretary A - El I Support
	Actual 09-10 Proposed 10-11	\$80,885	\$51,555	\$50,447	\$54,882	\$41,595	\$36,568	\$36,568	\$35,672	\$24,934 \$13.70/hr	\$12,467 \$13.70/hr	\$12,467 \$13.70/hr	\$24,934 \$13.70/hr
	Actual 09-10	\$78,150	\$49,812	\$48,741	\$53,026	\$40,189	\$35,331	\$35,331	\$34,466	\$24,151 \$13.27/hr	\$12,076 \$3.27/hr	\$12,076 \$3.27/hr \$	\$24,151 \$13.27/hr 9
Prior to Changes	200	Petter Turnquist	Barbara Cook	LeeAnn Pierce	Kimio Nelson	Cindy Nyquist	Lisa Moldovan	Judy Whitmire 2080 hrs.	Donna Zega 2080 hrs.	Chris Seekings 1820 hrs.	Susan Brown 910 hrs.	Susan Brown 910 hrs.	Rose Dore' 1820
Prior t		Business Administrator Administration	Payroll Supervisor Act 93	Staff Accountant Act 93	I ransportation / Purchasing Manager Act 93	Administrative Supervisor - Business Office Administrative Support	Information Specialist - Payroll Administrative Support	Information Specialist - Business Office Administrative Support	EIT Tax Office Supervisor Administrative Support	Secretary A - Accounts Payable Support	Secretary A - Accounts Payable Support	Secretary A - Receptionist Support	Secretary A - EII Support
	Dept	Bus	Bus	Bus	Bus	Bus	Bus	Bus	Bus	Bus	Bus	Bus	Bus
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Proposed Changes in Business Department

		Prior	Prior to Changes			After Pr	After Proposed Changes	
Dept				Actual 09-10	Actual 09-10 Proposed 10-11			Proposed 10-11
Bus Secretary A	Secretary A	Secretary A - Purchasing	Kristie Bednez	\$28,683	\$29,611	Secretary A - Purchasing	Kristie Bednez	\$29,611
Support Se	Support Se	Support Sec to Dir-Tier 1	1820	\$15.76/hr	\$16.27/hr	Support Sec to Dir-Tier 1	1820	\$16.27/hr
Bus Secretary /	Secretary /	Secretary A - Transportation	Sonja Couse	\$24,151	\$24,934	Secretary A - Transportation	Sonja Couse	\$24,934
Support	Support		1820	\$13.27/hr	\$13.70/hr	Support	1820	\$13.70/hr
Bus Secretary B - Trans	Secretary	B - Trans.	Amv Henrv	\$8,197	\$8,632	Secretary B - Trans.	Amv Henrv	\$8,632
	Support w	Support w/add summer hr	714	\$11.48/hr	\$12.09/hr	Support w/add summer hr	714	\$12.09/hr
SSELC Secretary B - SSELC	Secretary	B - SSELC	Amy Henry	\$8,197	\$8,632	Secretary B - SSELC	Amy Henry	\$8,632
Support	Support		714	\$11.48/hr	\$12.09/hr	Support	714	\$12.09/hr
Intormati	Intormati	Intormation Specialist - Human						
HR Resources	Resource	S	Anita Pellegrino	\$14,602	\$14,602	Post Secretary A - Central Office	Unknown	\$12,563
Administr	Administr	Administrative Support	1040	\$14.04/hr	\$14.04/hr	*new CI A rate	1040	\$12.08/hr
Grants Informati	Informati	Information Specialist - Grants	Anita Pellegrino	\$14,602	\$14,602	Post Secretary A - Central Office	Unknown	\$12,563
Administr	Administr	Administrative Support	1040	\$14.04/hr	\$14.04/hr	*new CI A rate	1040	\$12/08/hr
Rije Secretar	Secretar	Sacratary A - Racontinnist	Chrie Crana	¢15 623	\$18 203	Sacratary A - Racentionist	Chrie Crana	¢16 203
	Support	Tier 1		\$15 08/hr	\$15 58 <i>1</i>	Support Tier 1		\$15 58/hr
Tioddho	Inddao		1040	1100.01#	11/00.01 \$		10+0	11/00-01
Instr. Secretary	Secretary	Secretary A - Hearing Officer	Chris Grana	\$15,683	\$16,203	Secretary A - Hearing Officer	Chris Grana	\$16,203
Support	Support	Tier 1	1040	\$15.08/hr	\$15.58/hr	Support Tier 1	1040	\$15.58/hr
					\$596,393	Savings	\$7,897	\$588,496