

Proposed Preschool Reorganization

Typist Clerk III (TCIII) to
Administrative Secretary I (Admin I)

Rationale/Proposal

Rationale:

- Preschool Coordinator currently has TCIII clerical support with no Admin I support
- Preschool budget has funding to pay the difference in cost for an Admin I (\$5, 134.00)
- Admin I job description includes duties that are beyond TCIII for example:
 - Prepare and maintain budget information
 - Knowledge and interpretation of policies and regulations
 - Design and distribute special program information
 - Prepare complex reports
 - Admin I is listed as “primary support” for a Coordinator
- Admin I position is listed as “primary support” for a Coordinator in its Job Description

Proposed:

Dissolve TCIII position and replace with Admin I position (using Preschool funds to compensate for the cost difference - \$5, 134.00).