
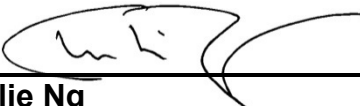



Subject: Approve Reorganization for Purchasing, Job Descriptions, and Salary Schedules- Purchasing Supervisor, Warehouse Supervisor, Warehouse/Mailroom Technician	Attachment: Job Description: Purchasing Supervisor Warehouse Supervisor Warehouse/Mailroom Technician
Category: Consent Items	Type of Board Consideration: <div style="display: flex; justify-content: space-around;"> Information  Consent Action </div>
Recommended:  <hr/> Charlie Ng Vice President, Human Resources	Approved for Consideration:  <hr/> Sunita V. Cooke, Ph.D. Superintendent/President

BACKGROUND

Purchasing

There have been several personnel changes in the Purchasing Department in the past year, which created an opportunity to evaluate the department's structure and effectiveness. The Lead Buyer and Fixed Assets and Administrative Services Specialist both retired, and a new Director of Purchasing was hired following the retirement of another long serving district employee. It was determined to eliminate the Lead Buyer, the Assistant Buyer, and the Fixed Assets and Administrative Services Specialist positions and create three new positions, the Purchasing Supervisor, the Warehouse Supervisor, and the Warehouse/Mailroom Technicians. The creation of the new positions will allow the department to equitably assign work, improve the span-of-control of the Director of Purchasing and Materials Management, and streamline services in meeting district needs with limited staff.

STATUS

Purchasing

Upon identifying divisional needs, it has been determined that a reorganization is necessary to structure the Purchasing department to better utilize staff and streamline services.

There is no net change in headcount nor budget increase for the department with the recommended reorganization. At Step 3, the fiscal year 2020-21 financial impact is as follows:

- Abolish classification: Lead Buyer, Range 27, Step 3 (\$82,654)
- Abolish classification: Fixed Assets and Administrative Services Specialist, Range 19, Step 3 (\$65,605)
- Abolish classification: Mail Carrier, Range 11, Step 3 (\$52,074)
- Abolish classification: Materials Management Specialist, Range 18, Step 3 (\$63,758)
- Abolish classification: Assistant Buyer, Range 20, Step 3 (\$67,510)

- New classification: Purchasing Supervisor, Range 30, step 3 (\$90,126)
- New classification: Warehouse Supervisor, Range 26, Step 3 (\$80,293)
- New classification: Warehouse/Mailroom Technician, Range 18, Step 3 (\$63,758)

Using Step 3 for all affected positions in the analysis, the proposed staff changes will create \$19,605 in savings and reduce 1 headcount for the department.

- Purchasing Supervisor Salary Schedule

Range	Step 1	Step 2	Step 3	Step 4	Step 5
30	81,203	85,681	90,126	94,578	99,056

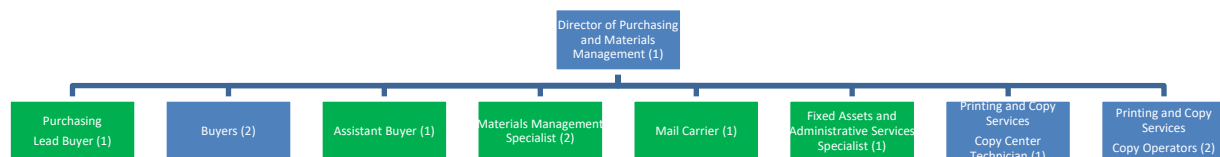
- Warehouse Supervisor Salary Schedule

Range	Step 1	Step 2	Step 3	Step 4	Step 5
26	72,359	76,329	80,293	84,259	88,228

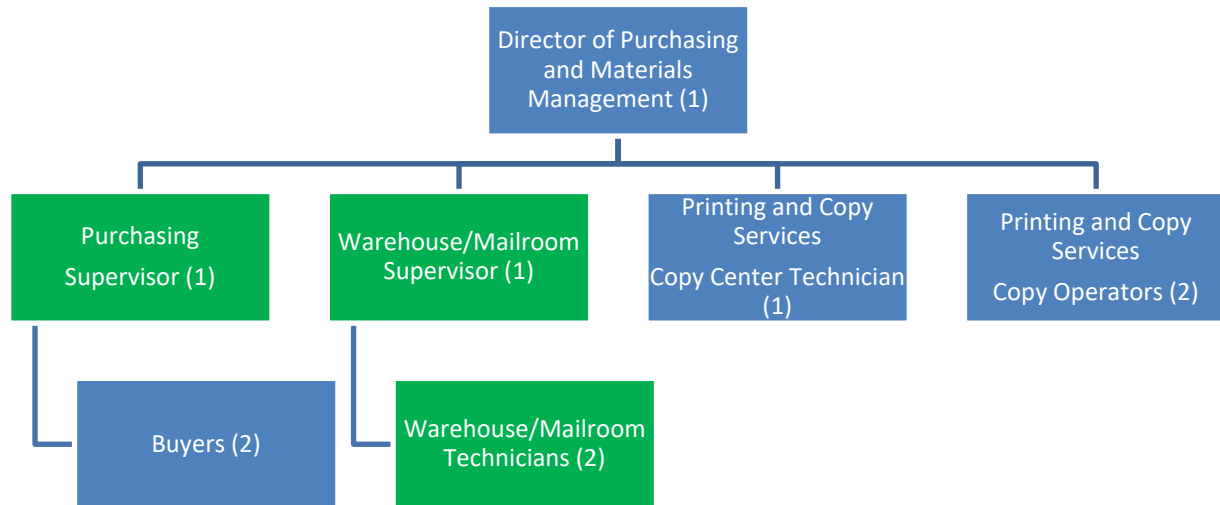
- Warehouse/Mailroom Technician Salary Schedule

Range	Step 1	Step 2	Step 3	Step 4	Step 5
18	\$57,433	\$60,568	\$63,758	\$66,896	\$70,028

Current Organization Chart – Purchasing



Proposed Organization Chart – Purchasing



As authorized by Title 5, section 53021(c)(1):

- Reclassify Kim Simonds to Purchasing Supervisor, position P-00098, Range 30, Step 5, effective May 1, 2021.
- Reclassify Kurt Borger to Warehouse Supervisor, position P-05820, Range 26, Step 5, effective May 1, 2021.
- Reclassify Mary Oliver to Buyer, position P-07050, Range 24, Step 5,
- Reclassify DeWayne Conley to Warehouse/Mailroom Technician, Position P-00276, Range 18, Step 5, effective April 1, 2021.
- Reclassify John Permetti to Warehouse/Mailroom Technician, Position P-00278, Range 18, Step 5, effective April 1, 2021.

Recommendation

Approve reorganization for Purchasing, Job Descriptions, and Salary Schedules-Purchasing Supervisor, Warehouse Supervisor, Warehouse/Mailroom Technician, as stated.