

Procedures for Central Office Organizational Changes

JEFFERSON COUNTY PUBLIC SCHOOLS

VanHoose Education Center
3332 Newburg Road
Louisville, KY 40218

HOW TO USE THIS GUIDE

Within this PDF, you will find the processes and forms necessary for various organizational changes. Forms have been provided that are fillable digitally, however you may also print physical copies for submission, which have been attached to this PDF.

You can easily navigate through the PDF by clicking names of forms you need or by navigating via the Bookmarks.

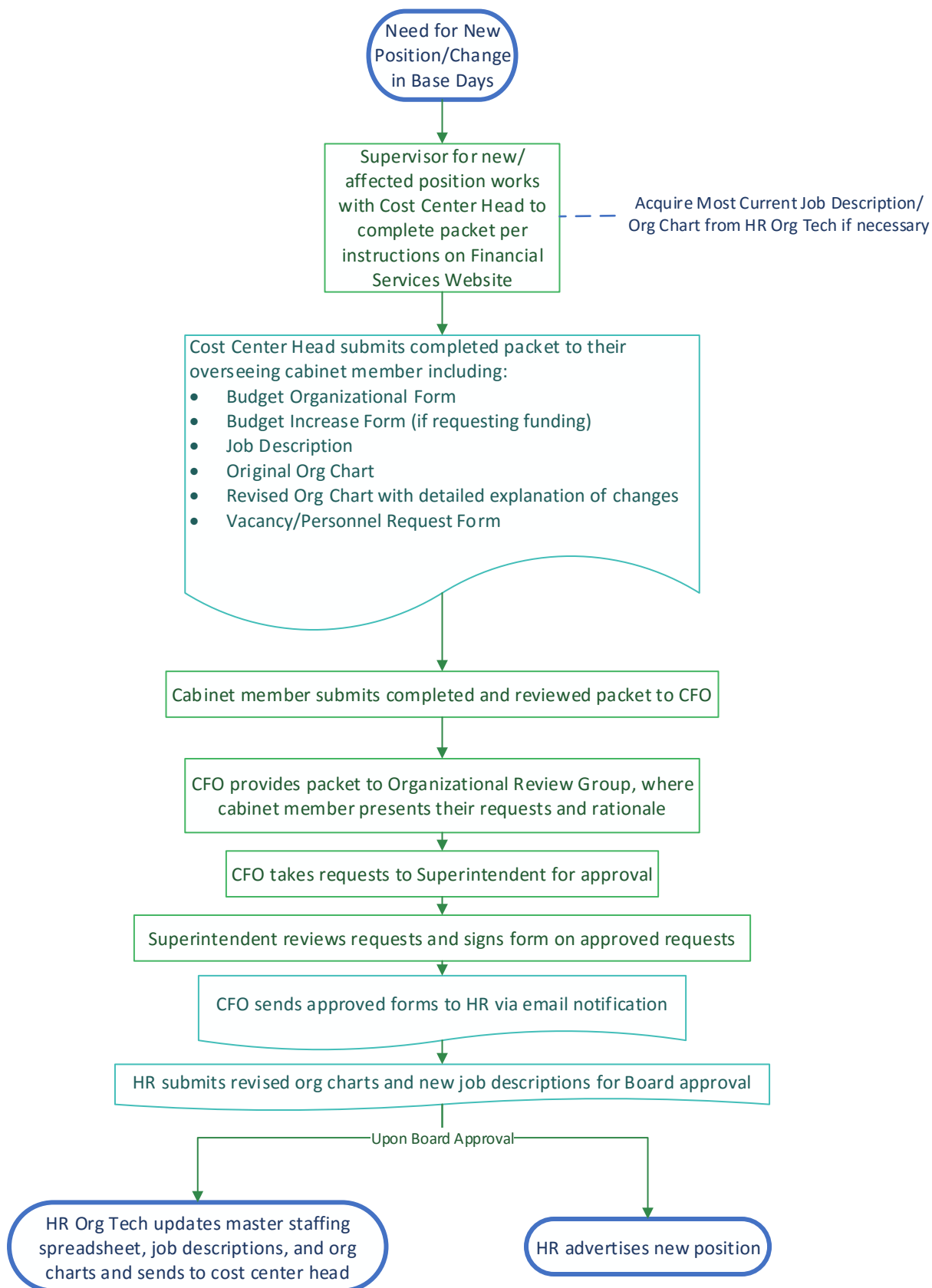
Please take care to only submit your documents once you have ensured you have completed the required forms. Checklists have been provided for your convenience and should be included with your packet of documents upon submission for approval.

Cost Center Heads should submit their packets to their supervising cabinet member. Upon review, the Cabinet Member should then submit the packet to the office of the CFO.

I NEED TO... (Click to Navigate)

- **Add a New Position**
- **Change the Base Days of a Position**
- **Delete a Position**
- **Change a Reporting Relationship**
- **Reclassify an Existing Position/
Classify a New Position**
- **Submit a budget request in
Investment Tracking System
Budget Request**
- **Complete an *Org Chart Change
Form for Budget***

Adding New Positions
(or)
Changing Base Days of a Position



NEW POSITION/ BASE DAY CHANGE SUBMISSION CHECKLIST

Budget Organizational Form

Budget Increase Form (if requesting funding)

Job Description

Original Organizational Chart

Revised Organizational Chart with detailed explanation of changes

Vacancy/Personnel Request Form

I have reviewed the packet of required documents for accuracy and completion before submission to my relevant Cabinet Member.

Cost Center Head (Printed): _____

Cost Center Head (Signature): _____

Date of Submission to Cabinet Member: _____

I have reviewed the packet of required documents for accuracy and completion before submission to the office of the Chief Financial Officer.

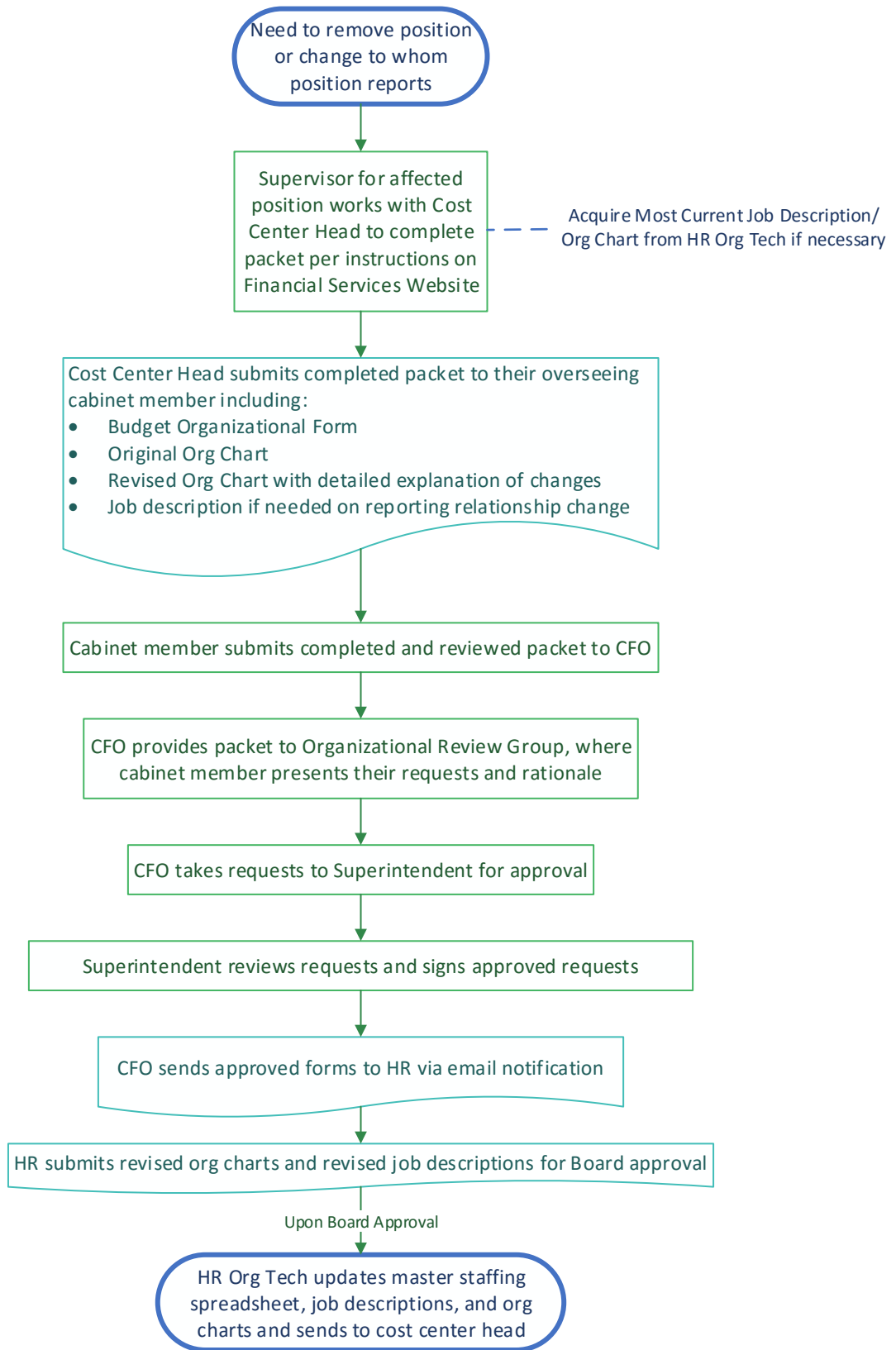
Submitting Cabinet Member: _____

Cabinet Member Signature: _____

Date of Submission to Office of CFO: _____

This completed checklist must be submitted along with its respective packet.

Deleting Positions
(or)
Change in Reporting Relationships



DELETING POSITIONS/ CHANGE IN REPORTING RELATIONSHIP SUBMISSION CHECKLIST

Budget Organizational Form

Original Organizational Chart

Revised Organizational Chart with detailed explanation of changes

Job Description if needed on reporting relationship change

I have reviewed the packet of required documents for accuracy and completion before submission to my relevant Cabinet Member.

Cost Center Head (Printed): _____

Cost Center Head (Signature): _____

Date of Submission to Cabinet Member: _____

I have reviewed the packet of required documents for accuracy and completion before submission to the office of the Chief Financial Officer.

Submitting Cabinet Member: _____

Cabinet Member Signature: _____

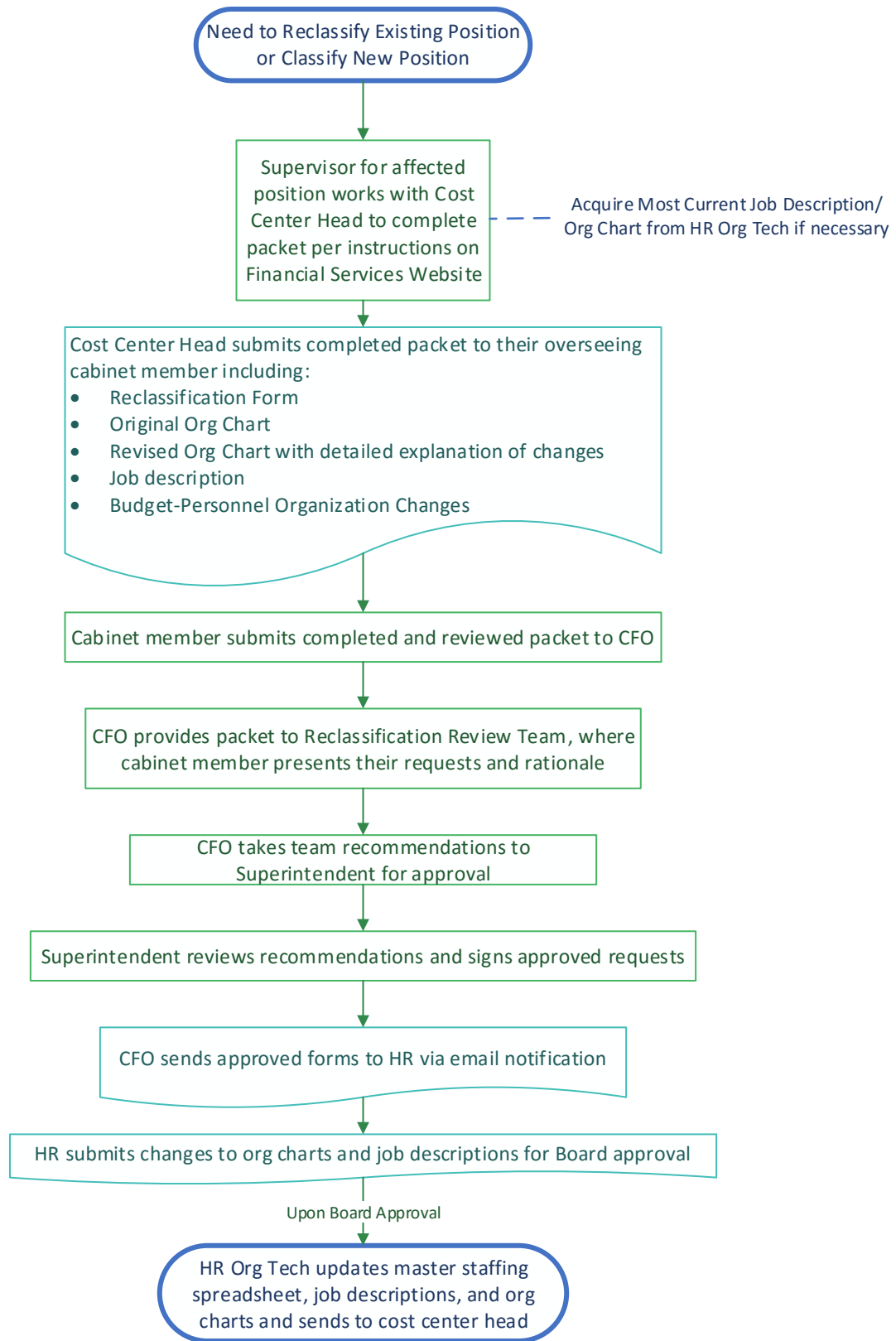
Date of Submission to Office of CFO: _____

This completed checklist must be submitted along with its respective packet.

Reclassification of Existing Positions

(or)

Classification of New Positions



RECLASSIFICATION/CLASSIFICATION SUBMISSION CHECKLIST

Reclassification Form

Original Organizational Chart

Revised Organizational Chart with detailed explanation of changes

Job Description

Budget-Personnel Organization Changes

I have reviewed the packet of required documents for accuracy and completion before submission to my relevant Cabinet Member.

Cost Center Head (Printed): _____

Cost Center Head (Signature): _____

Date of Submission to Cabinet Member: _____

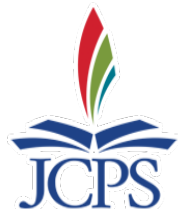
I have reviewed the packet of required documents for accuracy and completion before submission to the office of the Chief Financial Officer.

Submitting Cabinet Member: _____

Cabinet Member Signature: _____

Date of Submission to Office of CFO: _____

This completed checklist must be submitted along with its respective packet.



REVISED:
NOVEMBER 24, 2014

JOB TITLE:	ASSISTANT DIRECTOR PUPIL PERSONNEL
DIVISION:	DATA MANAGEMENT, PLANNING, AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4040
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates and implements the development of programs, procedures, inter-agency involvement, and community contacts between the JCPS, local schools, and the community in matters concerning pupil attendance including the enforcement of mandated attendance laws. A high level of visibility inside and outside the system is maintained through contacts with a wide range of district and community professionals. No direct supervision of others is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides departmental leadership in the planning, development, implementation and evaluation of: District-wide workshops and departmental in-service; District-wide incentive programs; Statistical reports; Court case review/case management; Project Succeed; District and school based audits; Staff and assist in the development of collaborative efforts with the social service agencies to better serve families and neighborhoods; Technology in pupil accounting; Pupil Personnel Services

Coordinates the development and implementation of the shared management responsibilities of Assistant Director Pupil Personnel on a rotating basis

Enforces the compulsory attendance laws of Kentucky

Visits the homes of students to confer with parents and participates in individual or group counseling sessions

Serves as liaison between the school and the parent, juvenile court, police authorities, community agencies, and the local and state boards of education

Works with local school administrators in identifying and counseling potential dropouts, truants, and those students in need of social services

Assists local schools in collecting data in meeting their KERA Non-cognitive goals

Supervises school census and enforces compulsory attendance laws for private and parochial schools

Maintains the district's records of attendance and student accounting, and assists in the identification and enforcement of student assignment

Performs other duties as assigned by the Director of Pupil Personnel

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree in education

Director Pupil Personnel certification

Three (3) years classroom experience

Demonstrated aptitude for successful fulfillment of the responsibilities listed above

DESIRABLE QUALIFICATIONS

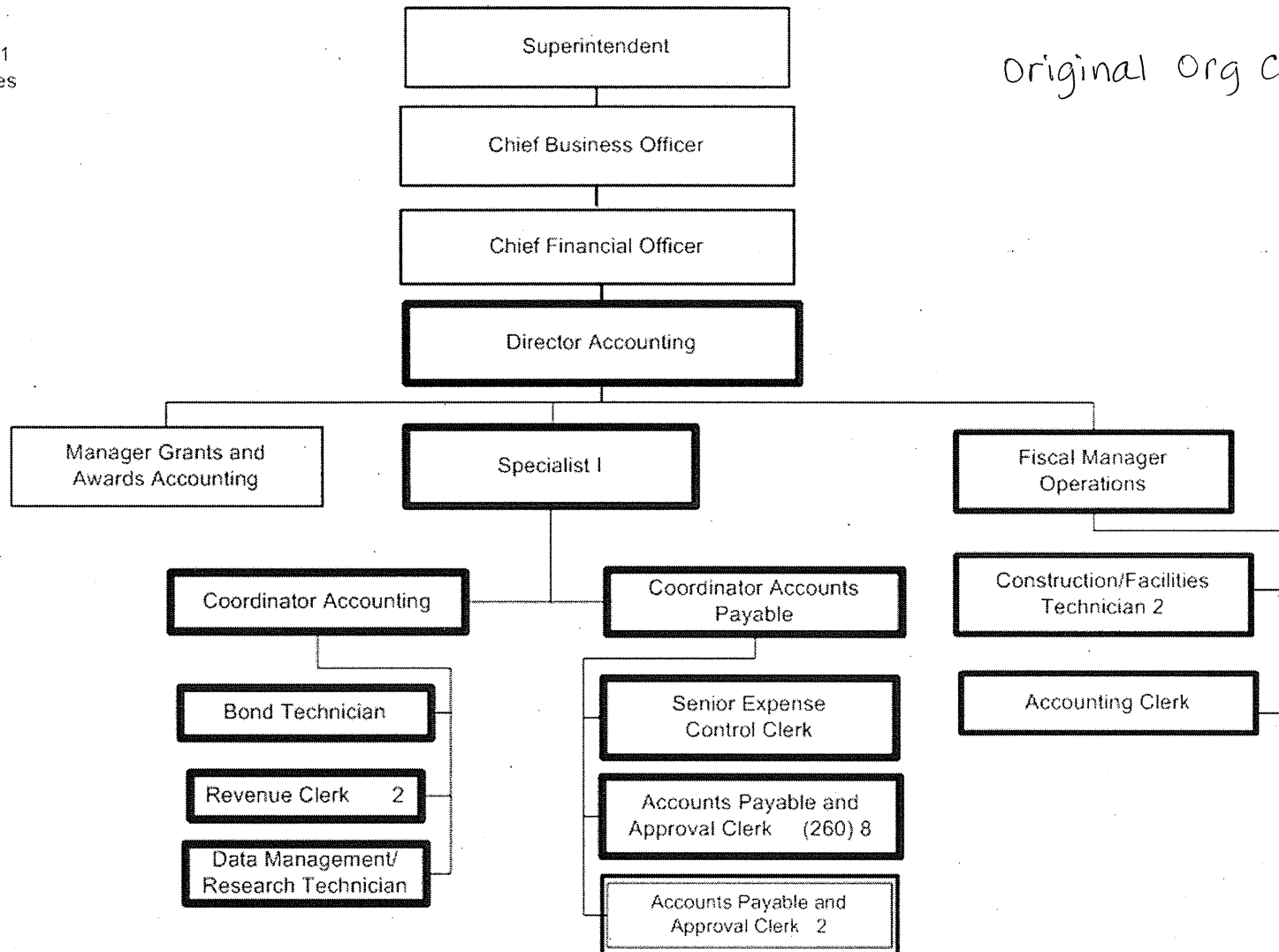
Certification and experience in educational administration or management

Knowledge of state statutes and regulations related to pupil personnel services

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Munis Unit No. AC1
Accounting Services
2016-2017

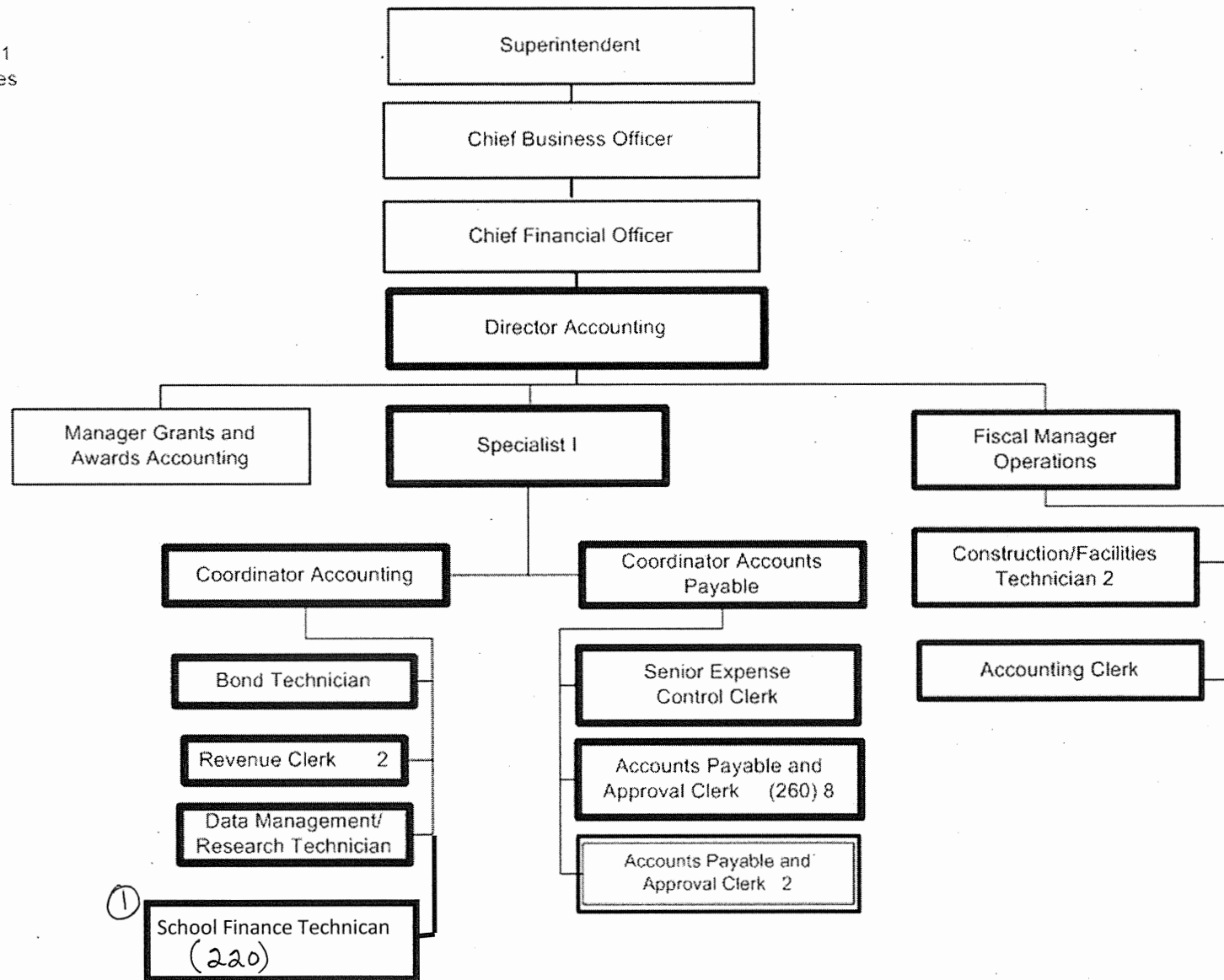
Original Org Chart



Summary:

General Fund Positions: 21
Categorical Fund Positions: 2

Munis Unit No. AC1
Accounting Services
2016-2017



Summary:

① Add one(1) School Finance Technician (220 days)

General Fund Positions: ~~21~~ 22
Categorical Fund Positions: 2

BS-6

~~06/14/16~~

JEFFERSON COUNTY PUBLIC SCHOOLS

PERSONNEL REQUEST FORM

CENTRAL OFFICE BASED POSITIONS

SECTION A (REQUIRED FOR ALL VACANCIES)

Submission Date Division

Cost Center Cost Center Head

☐ New Position ☐ Existing Position ☐ Certified ☐ Classified ☐ Full-Time ☐ Part-Time ☐ Temporary

Position Job Title Desired Start Date

Required Certificates/Licenses

Funding: ☐ General ☐ Federal ☐ Other(Specify)

Account Code/Position # Work Days per Year Hours per Day

Location of Position Hiring Manager/Supervisor:

Rationale for
Filling Position
(include why no
current staff
member or group
can absorb this
role)

Additional
Information
(e.g. 2nd shift,
driving duties,
bilingual
proficiency)

SECTION B (EXISTING POSITIONS ONLY)

Name of Employee to Be Replaced

Date of Vacancy Race Gender

Reason for Vacancy: ☐ Resignation ☐ Transfer ☐ Retirement ☐ Other(Specify)

REQUIRED ATTACHMENTS

☐ Approved Organizational Chart ☐ Job Description ☐ (For Existing Positions) Resignation Letter, Doctor's Note, etc.

SIGNATURES

Cost Center Head Date

Cabinet Member Date

Approved

Denied

Hold

**JEFFERSON COUNTY PUBLIC SCHOOLS
PERSONNEL REQUEST FORM**

TO BE COMPLETED BY HUMAN RESOURCES

☐ Funding Source Verified ☐ Position Verified ☐ Personnel Change Communicated to Grant Director (if applicable)

Position Control # Job ID # KEPS# ☐ Post Position Advertisement

Use Waiver Language: ☐ No ☐ Yes (Reason)

Use Posting Language: ☐ No ☐ Yes *Per Article 16 Section A, 2 of the JCBE and JCTA Agreement, current JCPS classroom teachers must use the Teacher Transfer process and will not be considered for this vacancy.*

HR Signature

Date

Personnel Administrator

Date Staffed

Replacement's Name

Employee #

Job Family, Salary Grade

JEFFERSON COUNTY PUBLIC SCHOOLS

REQUEST FOR JOB CLASSIFICATION/RECLASSIFICATION

I. CLASSIFICATION (NEW JOB): RECLASSIFICATION:

COST CENTER: _____
SUPERVISOR'S TITLE: _____
CURRENT JOB FAMILY/SALARY GRADE: _____
REQUESTED JOB FAMILY/SALARY GRADE: _____

II. IN THE SPACE BELOW, PROVIDE A SPECIFIC RATIONALE FOR THE REQUESTED CLASSIFICATION OR RECLASSIFICATION:

III. ON A 1 - 5 SCALE, RANK THE JOB RELATIVE TO THE FOLLOWING INDICATORS

1. COMPLEXITY

SIMPLE/LIMITED 1 2 3 4 5 COMPLEX/TECHNICAL

2. DIVERSITY OF TASKS

ROUTINE/REPETITIVE 1 2 3 4 5 DIVERSIFIED/CHANGING

3. DEXTERITY REQUIRED

LITTLE/INTERMITTENT 1 2 3 4 5 INTENSE/EXACTING

4. CONTACT OUTSIDE OF ORGANIZATION

LIMITED/
ROUTINE MATTERS 1 2 3 4 5 CONSIDERABLE/
SIGNIFICANT MATTERS

5. CONTACT WITHIN ORGANIZATION

LIMITED/
ROUTINE MATTERS 1 2 3 4 5 CONSIDERABLE/
SIGNIFICANT MATTERS

6. SUPERVISION RECEIVED

CLOSE/
ROUTINE DECISIONS 1 2 3 4 5 INDEPENDENT/
TECHNICAL DECISIONS

IV. ADDITIONAL INFORMATION

1. HOW MANY EMPLOYEES WILL THE PERSON IN THIS JOB ACTIVELY AND DIRECTLY SUPERVISE ON A DAILY BASIS INCLUDING EVALUATING JOB PERFORMANCE?

2. HOW MANY HOURS BEYOND THE NORMAL WORKDAY ARE REQUIRED? HOW OFTEN?

COST CENTER HEAD SIGNATURE

DATE

CABINET MEMBER SIGNATURE

DATE