



## Memorandum

DATE: May 28, 2009

TO: Dr. Sarvis

FROM: Kristine Robertson, Ed.D.  
Director of Personnel

RE: **District Office Administrative Positions**

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Please find attached a chart demonstrating the number of district office administrative positions we have had from year to year since 2002. In 1990-1991 there were 30 district office administrative positions. This appears to be the highest number of administrative positions ever located at the district office.

Please take note that the Salary for the Director, Curriculum/Categoricals and the Administrator, Student Safety/Child Welfare/Attendance is charged 100% to categorical funds. The salary for the Director, Student Services/Compliance is charged 46% from categorical funds. Child Development Coordinators and the Project Managers are not charged to the unrestricted general fund.

Please let me know if you have any questions regarding the information on this chart.

DISTRICT OFFICE ADMINISTRATOR - NUMBER OF POSITIONS/FTE'S

2002 - 2003 Management Positions 19 positions/19.0 FTE'S Enrollment: 16,485 Staff 1,793	2003 - 2004 Management Positions 22 positions/21.6 FTE'S Enrollment: 16,356 Staff: 1,777	2004-2005 Management Positions 23 positions/22.6 FTE'S Enrollment: 16,508 Staff: 1,777	2005-2006 Management Positions 24 positions/24.0 FTE'S Enrollment:16,410 Staff 1,757	2006-2007 Management Positions 24 positions/23.3 FTE'S Enrollment: 16,137 Staff: 1,729	2007-2008 Management Positions 25 positions/23.7 FTE'S Enrollment: 15,836 Staff: 1,638	2008-2009 Management Positions 25 positions/24.3 FTE'S Enrollment: 15,600 Staff: 1.592	2009-2010 (Projected) Management Positions 26 positions/25.3 FTE'S
<b>Business Office</b> Assistant Superintendent Director, Fiscal Services	<b>Business Office</b> Assistant Superintendent Director, Fiscal Services Accountant	<b>Business Office</b> Assistant Superintendent Director, Fiscal Services Accountant	<b>Business Office</b> Assistant Superintendent Director, Fiscal Services Accountant	<b>Business Office</b> Assistant Superintendent Director, Fiscal Services Accountant	<b>Business Office</b> Deputy Superintendent Director, Fiscal Services Accountant	<b>Business Office</b> Deputy Superintendent Director, Fiscal Services Accountant Coordinator, Purchasing ▲ Internal Auditor (not filled) ▲	<b>Business Office</b> Deputy Superintendent Director, Fiscal Services Accountant Coordinator, Purchasing ▲ Internal Auditor ▲
<b>Information Services</b> Supervisor	<b>Information Services</b> Supervisor	<b>Information Services</b> Coordinator	<b>Information Services</b> Coordinator				
<b>Child Development**</b> Administrator Coordinator	<b>Child Development**</b> Coordinator Coordinator	<b>Child Development</b> Coordinator ** Coordinator **	<b>Child Development</b> Coordinator ** Coordinator **	<b>Child Development</b> Coordinator ** Coordinator **	<b>Child Development</b> Coordinator ** Coordinator **	<b>Child Development</b> Coordinator ** Coordinator **	<b>Child Development</b> Coordinator ** Coordinator **
<b>Curriculum</b> Director	<b>Comp/Cat. Programs</b> Director **	<b>Comp/Cat. Programs</b> Director **	<b>Comp/Cat. Programs</b> Director ** Coordinator**	<b>Comp/Cat. Programs</b> Director ** Coordinator**	<b>Comp/Cat. Programs</b> Director ** Coordinator** Admin./Special Assign .4	<b>Comp/Cat. Programs</b> Director, Std. Serv/Comp** Director, Curric/Catgs.** Admin./Safety/Welf/Attnd	<b>Comp/Cat. Programs</b> Director, Std. Serv/Comp** Director, Curric/Catgs.** Admin./Safety/Welf/Attnd
<b>Elementary Education</b> Assistant Superintendent	<b>Elementary Education</b> Asst. Supt. & Rch/Tch	<b>Elementary Education</b> Asst. Supt. (filled 3/05)	<b>Elementary Education</b> Assistant Superintendent	<b>Elementary Education</b> Assistant Superintendent	<b>Elementary Educational</b> Assistant Superintendent	<b>Educational Services</b> Associate Superintendent	<b>Educational Services</b> Associate Superintendent
<b>Food Services</b> Director	<b>Food Services</b> Director	<b>Food Services</b> Director	<b>Food Services</b> Director	<b>Nutrition Services</b> Director	<b>Nutrition Services</b> Director	<b>Nutrition Services</b> Director	<b>Nutrition Services</b> Director
<b>Computer Technology</b> Coordinator	<b>Computer Technology</b> Coordinator	<b>Computer Technology</b> Coordinator	<b>Computer Technology</b> Coordinator	<b>Computer Technology</b> Coordinator	<b>Computer Technology</b> Coordinator	<b>Computer Technology</b> Coordinator	<b>Computer Technology</b> Coordinator
<b>Facilities</b> Director Maintenance Supervisor Project Manager **	<b>Facilities and Operations</b> Director Maintenance Supervisor Project Manager ** Project Manager **	<b>Facilities and Operations</b> Director Maintenance Supervisor Project Manager ** Project Manager **	<b>Facilities and Operations</b> Director Maintenance Supervisor Project Manager ** Project Manager **	<b>Facilities and Operations</b> Director Maintenance Supervisor Project Manager ** Project Manager **	<b>Facilities and Operations</b> Director Maintenance Supervisor Project Manager ** Project Manager **	<b>Facilities and Operations</b> Director Maintenance Supervisor Project Manager ** Project Manager **	<b>Facilities and Operations</b> Director Maintenance Supervisor Project Manager ** Project Manager **
<b>Personnel</b> Coordinator, Certificated Coordinator, Classified	<b>Personnel</b> Coordinator, Certificated Coordinator, Classified	<b>Personnel</b> Coordinator, Certificated Coordinator, Classified	<b>Personnel</b> Director Coordinator, Classified	<b>Personnel</b> Director Coordinator, Classified	<b>Personnel</b> Director Coordinator, Classified	<b>Personnel</b> Director Coordinator, Classified	<b>Personnel</b> Director Coordinator, Classified
<b>Research &amp; Evaluation</b> Director		<b>Research &amp; Evaluation</b> Director (filled 6/24/05)	<b>Research/Evaluation/Tech</b> Director	<b>Research/Evaluation/Tech</b> Director Testing Coordinator .3	<b>Research/Evaluation/Tech</b> Director Testing Coordinator .3	<b>Research/Evaluation/Tech</b> Director Testing Coordinator .3	<b>Research/Evaluation/Tech</b> Director Testing Coordinator .3
<b>Secondary Education</b> Assistant Superintendent	<b>Secondary Education</b> Assistant Superintendent	<b>Secondary Education</b> Assistant Superintendent	<b>Secondary Education</b> Assistant Superintendent	<b>Secondary Education</b> Assistant Superintendent	<b>Secondary Education</b> Assistant Superintendent		
<b>Special Education</b> Director	<b>Special Education</b> Director - Interim Coordinator, Elem. @ .6 Coordinator, Sec. @ 1.0	<b>Special Education</b> Director - Interim Coordinator, Elem. @ .6 Coordinator, Sec. @ 1.0	<b>Special Education</b> Director Coordinator, Elementary Coordinator, Secondary	<b>Special Education</b> Director Coordinator, Elementary Coordinator, Secondary	<b>Special Education</b> Director Coordinator, Elementary Coordinator, Secondary	<b>Special Education</b> Director Coordinator, Elem./Sec.	<b>Special Education</b> Executive Director ▲ Director, Elementary ▲ Director, Secondary ▲
<b>Superintendent's Office</b> Superintendent Coordinator, Special Projects/ Communications	<b>Superintendent's Office</b> Superintendent Coordinator, Special Projects/ Communications	<b>Superintendent's Office</b> Superintendent Coordinator, Special Projects/ Communications	<b>Superintendent's Office</b> Superintendent Coordinator, Special Projects/ Communications	<b>Superintendent's Office</b> Superintendent Coordinator, Special Projects/ Communications	<b>Superintendent's Office</b> Superintendent Coordinator, Special Projects/ Communications	<b>Superintendent's Office</b> Superintendent Coordinator, Special Projects/ Communications	<b>Superintendent's Office</b> Superintendent Coordinator, Special Projects/ Communications

▲ SSC Recommendation  
▲ SSC Recommendation

▲ FCMAT Recommendation  
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19 positions/19.0 FTE's

22 positions/21.6 FTE's  
(plus 3 positions from 02-03)

23 positions/22.6 FTE's  
(plus 1 position from 02-04)

24 positions/24 FTE's  
(plus 1 position from 04-05)

24 positions/23.3 FTE's  
(no new positions from 05-06)

25 positions/23.7 FTE's  
(plus 1 position from 06-07)

25 positions/24.3 FTE's  
(no new positions from 07-08)

Project 26 positions/25.3 FTE's  
(plus 1 position from 08-09)