



**DATE:** October 4, 2023

**TO:** Board of Education

**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

**SUBJECT:** Approve Proposed Revisions to the Job Description for Classified Payroll Technician

**PRESENTED BY:** Michael Shepherd, Executive Director of Human Resources

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**ACTION REQUESTED**

Approve Proposed Revisions to the Job Description for Classified Payroll Technician

**BACKGROUND INFORMATION**

The job description revisions for the Classified Payroll Technician is being presented to the Board for review and approval. The revisions to the job description have been revised to reflect current duties and the salary range has also been revised from the Classified Salary Range 29 to the Classified Salary Range 31 to align with similar job descriptions in that range.

**RESOURCES REQUIRED:**

General Fund

**PREPARED BY:** Cindi Friedli, Confidential Administrative Assistant for Mike Shepherd, Executive Director of Human Resources

Attachment: Revised Draft Job Description