

Overview of Compensation Evaluation and Comparisons

1. Position Analysis
 - a. Current job description
 - b. Duties and responsibilities (Has this changed? Revise job description?)
 - c. Status of position (union, at-will, contract, etc.)
2. Internal Relationships (of position, not person)
 - a. Do the duties and responsibilities assigned overlap with another position? (Duplication of workload or responsibilities?)
3. External - Survey of Comparable positions
 - a. Similar size of company – 200+ FTE
 - b. Similar industry – Education, Government & Non-profit (other large Charter Schools – as salary scales are available)
 - c. Location – proximity to Pacific Palisades within Los Angeles
4. Summary – Final Results, Recommendations

Position Analysis

Job description attached for each position

Internal Relationship

Evaluated knowledge requirements, complexity and accountability

Checked for consistency and accuracy.

The following criteria was use to establish minimum standards:

- Positions in a series should be separated by at least 5% (*HR best practice*)
- Positions in a lead capacity should be separated by at least 7.5% from the highest level subordinate
- Positions supervisory or managerial capacity should be separated by at least 12.5% from the highest level subordinate. (also considered span of control)

External – Survey of Comparable positions

- a. Surveyed similar schools as well as making us of the Salary.com software we have available. Salary.com has specific parameters, including size, location, industry
- b. Guidelines on Salary Recommendations:

The salary survey was challenging due to the small number of comparison schools and the fact that many of the similar style of charter schools are still a part of LAUSD

Standards used:
 - i. If there was sufficient data available (3 or more participants) to compute a median, adjusted to the closest salary range to the median of the market.
 - ii. If no comparison survey data was secured, the classification was place in a salary range based on internal relationship with other classes in the job family (Operations Liaison)
 - iii. For Administrative positions, consistent with other classifications, we used the closest step in the management salary schedule in relation to current salary.

Summary – Final Results, Recommendations

While preliminary comparisons reveal that further review may be needed of additional positions given the financial considerations HR is currently suggesting the four listed changes.

Recommendation: implement the four positions recommended suggestions first since these reflect adjustment towards fair market value of the positions duties and responsibilities and in at least one case reflects changes in the scope of duties currently assigned to the employee.

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: DIRECTOR OF DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Executive Director/Principal, facilitates and administers proposal development, grant activities and/or strategic partnerships with external partners. Oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources. Responsible for maintaining an efficient and complete administrative record of all grant activities. Supports and monitors the progress of grant-funded projects to ensure successful implementation in accordance with grant contract terms and agency requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Manages all grant related activities to include: facilitating an efficient proposal production process; conducting effective project planning; coordinating proposal teams; researching and reviewing funding opportunities; analyzing competitive positioning and risk; grant proposal editing; researching institutional and sponsor policies and regulations to ensure general procedural compliance.

Collaborate with the Board of Directors and Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization

Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved. Monitor trends in the community or region and adapt fundraising strategies as necessary. Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner

Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization. Identify and develop corporate, community, alumni and individual prospects for the organization's fundraising priorities

Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information. Coordinate in-kind donations and make decisions regarding the issuing of receipts

In consultation with the Executive Director, engage, recruit, and select well-qualified volunteers for special fund development projects

Ensure positive performance in the technical, fiscal and operations management of all active grant projects; proper protocol is followed in conducting all formal change orders/modifications; the timely submission of required agency reports.

Maintain a complete and orderly administrative record of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments including fiscal and operations reports.

Facilitate and support strategic partnership activities with business/industry, community organizations and other entities by participating in partnership meetings, assisting in negotiations of roles and duties, and the drafting of supportive documents.

Coordinates, as needed, with program and contracting officers at the various local, state and federal funding agencies on grant administration issues

Foster an understanding of philanthropy within the organization. Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization

Coordinate the design, printing and distribution of marketing and communication materials for development efforts

Build relationships with community stakeholders to advance the mission and fundraising goals of the organization. Conduct research on potential funding sources; maintains contact with external agencies.

Participates on various committees as directed

Grant Writing and Editing

Coordinate grant development and implementation teams for all private foundation grants by serving as the liaison with foundations, grant accounting staff and funding agencies.

Monitor progress of grant funded project to include goals, objectives, outcomes, deliverables, and all other contract terms for assigned grant teams through regular communication and meetings; researches institutional and funding agency's policies to ensure implementation and budgets are in compliance

Coordinates effective and timely grant support to project directors for all assigned grant funded projects; provides quarterly reports on the progress of grant-funded projects to Executive Director/Principal

Coordinate special projects for the Executive Director/Principal as assigned

Work closely with faculty and staff in developing and transforming ideas into grant proposals; interacts with campus constituencies involved in grant-funding activities; serves as liaison between PCHS and grant organizations

Maintain comprehensive knowledge of particular areas involved in identifying and soliciting grants; may collaborate with various internal departments.

May coordinate project activities; prepares and processes letters and correspondence, presentation materials, and manuscripts; maintains funding opportunity databases, activity tracking system, and related confidential files. Facilitate, review, and edit grant proposals; conduct research; compile data; input and retrieve data

Support in the creation and delivery of press releases, media relation content, executive bios, school newsletter content, social media content and speaking proposals

Use website and other media content to accomplish administration's goals. Assist in developing the voice for school's online presence. May write, edit and proofread site content.

May assist with the collation of information and optimize public relations materials. Social media and public relations outreach as it pertains to development for school programs

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of federal grant guidelines
Writing and research skills
Written and verbal communication skills
Interpersonal/human relations skills
Applicable sections of State Education Code and other applicable laws in regards to school funding and accounting.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of a computer and assigned software.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Manage multiple projects with deadlines,
Prepare reports by gathering and organizing data from a variety of sources.
Work confidentially with discretion.
Develop information into grant proposals
Codify ideas into coherently written text

Work collaboratively with faculty in various disciplines
Work independently and manage time effectively
Pay attention to detail and maintain accurate records
Maintain confidentiality
Make arrangements for meetings and conferences.
Maintain a variety of files, records and logs.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university and three years of professional work experience directly related to the essential job duties in the areas of development, grant proposal development and grant management. Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Reaching above the shoulders and horizontally to retrieve files and supplies.
Bending at the waist, kneeling or crouching to file materials.

The incumbent in this job is expected to assist the school in achieving its vision and mission. Customer focus, service, and a willingness to assist as needed are expectations for all employees.

Single Job Single Scope Report

Development Director (CM0200076)

Oversees the development program for a non-profit organization, including annual, planned, and major gifts. Develops goals and strategies for all fundraising campaigns. Meets with donors and prospective donors to create and foster relationships. Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization. May require a master's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Choose a Scope
All

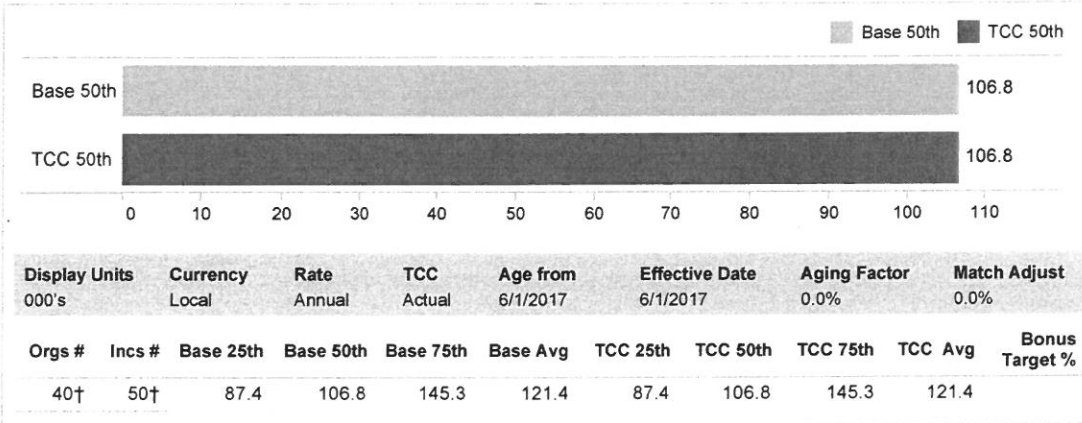
GEO:
Size: FTEs 200 - 500
Industry: Edu., Gov't. & Nonprofit

Job Family: Executives & Senior Managers
Job Level: Directors
FLSA Status: Typically Exempt

Alternate Job Titles: Development Director

Choose a Job
All

No Company Jobs Matched!



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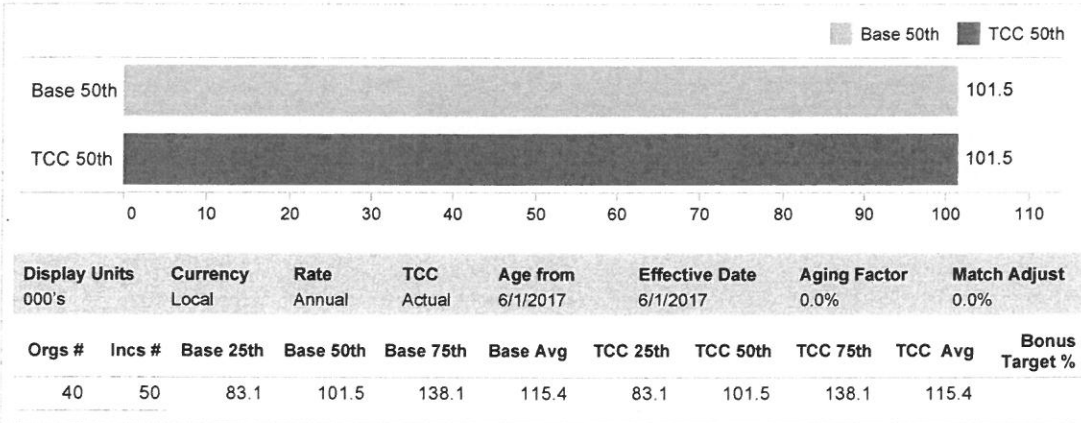
GEO: United States
Size: All Size
Industry: All Industries

Job Family: Executives & Senior Managers
Job Level: Directors
FLSA Status: Typically Exempt

Alternate Job Titles: Development Director

Choose a Job
All

No Company Jobs Matched!



Director of Development Salary Comparison

School	#days	ADA	Salary Low	Salary High
Palisades Charter High School	229	2,976	\$ 86,401	\$ 121,576
Beverly Hills Unified School District BHUSD	225	4,276		
Birmingham Community Charter High School BCCHS	234	2,923		
Chatsworth Charter High School CCHS (LAUSD affiliated)	249/261*	2,495		
El Camino Real Charter ECRCHS (LAUSD affiliated)	249/261*	3,766		
Granada Hills Charter High School GHCHS	234	4,224		
Los Angeles Unified School District LAUSD	249/261*	640,000		
Palos Verdes Peninsula Unified School District	220	11,900	\$ 110,410	\$ 132,369
Santa Monica-Malibu Unified School District SMMUSD	249/261*	11,341		
William Taft Charter High School WTCHS (LAUSD affiliated)	249/261*	2,450		
mean average			\$ 98,406	\$ 126,973
Salary.com	Nat'l		\$ 83,100	\$ 118 ,400
Salary.com	LA		\$ 87,400	\$ 145,300
Recommended			\$ 86,401	\$ 121,576

* accounts for 12 holidays, vacation days vary per individual contract

Requested Data from the following schools, several declined to participate, no one submitted data in time to be included in this comparison

- Loyola High School
- Marymount High School
- Marlbro High School
- Notre Dame High School
- Marter Dei
- Sacred Heart High School

Unrepresented Mid-Management Positions

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Facility, Grounds & Maintenance Supervis	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
IT Team Supervisor	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258
Manager - Aquatics Facility	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager - Athletics	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager Fiscal Services	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760
Technology Supervisor/Coordinator	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258	\$100,020
Head College Advisor (11 month position)	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287

Board Approved: effective July 1, 2016

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Director of Development *	\$86,401	\$90,760	\$95,258	\$100,020	\$105,021	\$110,273	\$115,786	\$121,576
Facility, Grounds & Maintenance Supervis	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
IT Team Supervisor	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258
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Technology Supervisor/Coordinator *	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258	\$100,020	\$105,021
Head College Advisor (11 month position)	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287

* Pending Board Approval

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: TECHNOLOGY SUPERVISOR/COORDINATOR

BASIC FUNCTION:

Under the direction of the Executive Director and Director-Operations, plan, organize, control and direct the Technology Department; coordinate and direct projects, resources, services, personnel and communications to meet school technology needs and assure smooth and efficient activities; Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the school; direct the development and maintenance of a networked information system; direct, manage and evaluate instructional, information, technology and communication services and instructional integration; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Technology Department; develop, implement and evaluate long-range goals for the application of computers and technology in instructional programs and administrative offices; monitor progress toward goal attainment; coordinate technology priorities.

Coordinate and direct projects, resources, services, personnel and communications to meet school technology needs and assure smooth and efficient activities; establish and maintain time lines and priorities; direct the development, implementation and coordination of technology plans, strategies, infrastructure, systems, projects, programs, services, goals, objectives and an integrated Technology Plan aligned with the PCHS Long Term Strategic Plan and education mission.

Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the school; provide leadership in the strategic planning, implementation and enhancement of academic and administrative computing, networking and user support in response to the needs of student and staff; collaborate with other administrators to develop a coordinated, efficient and integrated approach to the use of technology in administrative, teaching and learning areas.

Direct the maintenance and improvement of the school's integrated information system; plan, organize, control and direct the installation, configuration, design and modification of computer, telecommunication and network systems, web sites, hardware, software, databases and applications; assure proper investigation, troubleshooting, diagnosis and repair of system, hardware, software, network, web site, telecommunication system and other technology malfunctions.

Monitor and analyze technology programs, systems and activities for financial effectiveness, operational efficiency and capacity to meet the needs of students and staff; develop and maintain key performance indicators; direct the development and implementation of policies, procedures, processes, methods and programs to enhance the financial effectiveness, operational efficiency and capacity of the Department to meet student and staff needs.

Assure adequate technology resources to meet the needs of the school; monitor, analyze and identify technology acquisition and replacement needs and requirements; oversee the development of the comprehensive inventory and replacement plan for technology equipment and other resources; administer a financial planning model for the replacement of campus technology.

Direct the development and maintenance of a networked information system including feasibility studies, systems analysis and design, computer programming, conversion of data, instructional technology, and information storage and retrieval; assist in the development of standards of hardware and software use; manage users on the servers; oversee the maintenance of the e-mail server/program.

Direct, manage and evaluate instructional, informational and communication services; obtain maximum educational and administrative benefits from information and communication technologies.

Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the wide-area networks (WANs) and local area networks (LANs); resolve network related problems.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Determine technology needs; evaluate potential products and services and assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.

Coordinate a program for the systematic review and selection of technology hardware and software; develop standards for the purchase of hardware and software to support the instruction and management information systems.

Manage the acquisition, installation, maintenance and repair of information and communications technology equipment; negotiate bids for service, installations or other services as needed.

Collaborate with educators in developing and implementing methods and procedures for enhancing technological integration and meeting established goals; oversee the preparation and scheduling of technological integration; assure inventory of proper materials is sufficient to meet needs; develop programs to identify needs in instructional practices and curriculum and staff development.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Serve as technical and administrative resource to operational and instructional users; provide technical support for telephone system hardware and software.

Communicate with other administrators, personnel, vendors, service providers, and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Communicate with staff and architects regarding the design for an implementation of technology in classrooms, libraries, and offices; develop technology specifications for facility infrastructures.

Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs to support the integration of technology in the classroom and office; provide leadership and training in optimizing the effectiveness and efficiency of operations through the use of technology.

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; seek partnerships and funding, both private and public, to support the technology program.

Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development and research.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and direction of the Technology Department.

Understanding of technology integration pedagogy within a high school.

Knowledge of technologies used for diverse demonstrations of knowledge.

Computer languages and programming fundamentals.

Principles and operations of LANs and WANs, data communication systems and related software.

Installation, maintenance and repair of information systems equipment.

Technology and computer software supports related to instruction and administration.

Operational characteristics and requirements of personal computers and networks and related peripheral equipment for Windows, Apple and other platforms.

Use of various computer systems and software and their application to established needs.

Principles, practices and languages used in communication-oriented computer systems.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:

Plan, organize, control and direct the Technology Department.
Collaborate with administrators to articulate and implement a technology mission aligned with the PCHS Long Term Strategic Plan.
Direct the development and maintenance of a networked information system.
Direct, manage and evaluate instructional, informational and communication services.
Supervise the performance of assigned personnel.
Plan and implement the installation and use of technologies in an educational system.
Communicate effectively both orally and in writing.
Conduct effective professional development in information technologies.
Maintain current knowledge of technological advances in the field.
Design, install, configure, and maintain the WANs and LANs.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology, computer science or related field and four years increasingly responsible experience in network management and the administration and maintenance of management information systems including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.
Working on and around ladders.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials and view a computer monitor.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Single Job Single Scope Report

Information Technology Supervisor II (IT10000272)

Supervises employees of the information technology department in accordance with organizational policies and goals. Ensures proper functioning of the organization's information systems and makes upgrades as necessary. Helps business operations groups utilize information systems to improve their efficiency. Keeps computer equipment, hardware, and software updated to meet organizational needs. Follows appropriate programming procedures. A level II supervisor has authority for personnel actions and oversees most day-to-day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Choose a Scope
All

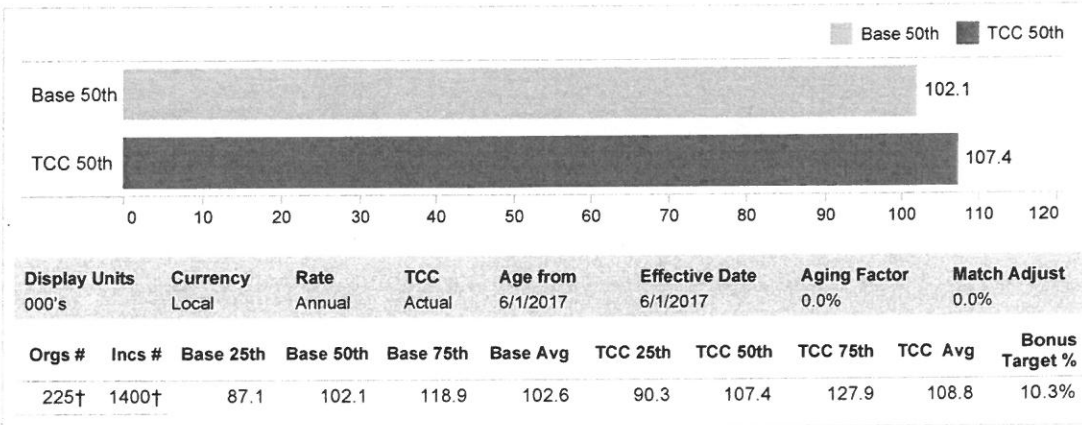
GEO:
Size: FTEs 200 - 500
Industry: Edu., Gov't. & Nonprofit

Job Family: Supervisors
Job Level: Supervisors
FLSA Status: Typically Exempt

Alternate Job Titles: Information Technology Supervisor II | Information Systems Supervisor II | IS Supervisor II | Level II Information Systems Supervisor

Choose a Job
All

No Company Jobs Matched!



Single Job Single Scope Report

Information Technology Supervisor I (IT10000271)

Supervises employees of the information technology department in accordance with organizational policies and goals. Ensures proper functioning of the organization's information systems and makes upgrades as necessary. Helps business operations groups utilize information systems to improve their efficiency. Keeps computer equipment, hardware, and software updated to meet organizational needs. Follows appropriate programming procedures. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Choose a Scope
All

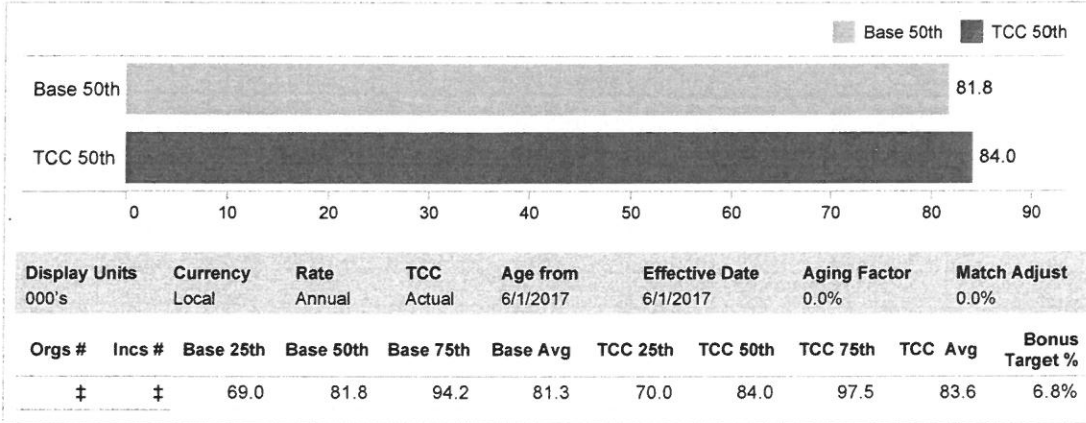
GEO:
Size: FTEs 200 - 500
Industry: Edu., Gov't. & Nonprofit

Job Family: Supervisors
Job Level: Supervisors
FLSA Status: Typically Exempt

Alternate Job Titles: Level I Information Systems Supervisor | Information Systems Supervisor I | IS Supervisor I | Information Technology Supervisor I

Choose a Job
All

No Company Jobs Matched!



Technology Supervisor/Coordinator Salary Comparison

School	#days	ADA	Salary Low	Salary High
Palisades Charter High School	229	2,976	\$ 69,688	\$ 98,059
Beverly Hills Unified School District BHUSD	225	4,276	\$ 54,360	\$ 69,360
Birmingham Community Charter High School BCCHS	234	2,923	\$ 81,864	\$ 100,366
Chatsworth Charter High School CCHS (LAUSD affiliated)	249/261*	2,495		
El Camino Real Charter ECRCHS (LAUSD affiliated)	249/261*	3,766		
Granada Hills Charter High School GHCHS	234	4,224	\$ 113,176	\$ 113,176
Los Angeles Unified School District LAUSD	249/261*	640,000	\$ 101,856	\$ 126,144
Palos Verdes Peninsula Unified School District	220	11,341	\$ 87,900	\$ 106,920
Santa Monica-Malibu Unified School District SMMUSD 222 days	249/261*	2,450	\$ 106,233	\$ 129,126
William Taft Charter High School WTCHS (LAUSD affiliated)	249/261*	2,450		
Lawndale Elementary School District	241	6,295	\$ 113,159	\$ 128,363
ABC Unified School District	223	20,863	\$ 108,790	\$ 123,900
mean average			\$ 93,003	\$ 110,602
Salary.com		I	\$ 69,000	\$ 97,500
Salary.com		II	\$ 87,100	\$ 127,900
Recommended			\$ 74,636	\$ 105,021

* accounts for 12 holidays, vacation days vary per individual contract

Unrepresented Mid-Management Positions

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Facility, Grounds & Maintenance Supervis	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
IT Team Supervisor	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258
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Board Approved: effective July 1, 2016

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PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: OPERATIONS LIAISON

BASIC FUNCTION:

Under the direction of the Director-Operations, coordinate and schedule the use of organizational facilities by various groups, companies and community organizations; assure compliance with applicable laws, codes, policies and guidelines; process permit applications and collect related payments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and schedule the use of organizational facilities by various groups, companies and community organizations; assure compliance with applicable laws, codes, policies and guidelines; establish and maintain master calendar of facility use; prepare reports related to facilities use.

Process permit applications according to established procedures; complete paperwork for approved permits; prepare requests for permits and obtain proper authorization; notify applicants of approval or denial; issue permits to applicants.

Serve as a resource to administrators and the public concerning the use of facilities; respond to inquiries and provide detailed information as requested including estimates for use of facilities.

Assist organizations in locating appropriate facilities; coordinate use of site facilities with site personnel and the requesting organization.

Assure fees for use of facilities are received in a timely manner; follow-up with organizations to obtain payments; receive and account for facility fees; issue receipts as needed; maintain related records and prepare related reports.

Assure organizations have appropriate liability insurance; complete insurance applications as needed and determine the cost for the approved insurance program.

Determine staffing needs for various facility-based events; estimate and adjust related costs; assist permit and set-up staff on an as needed basis

Assist with safety procedures; attend and advise in primary meetings and sub-committee meetings; plan, oversee, and execute safety scenarios/objectives and safety drills; calendaring and scheduling for safety drills.

Assist in the coordination of development projects, attend and contribute to LTSP & Capitol Expense meetings

Aid in the financial planning and budgeting for facilities and grounds, coordinate with Facilities, Grounds and Maintenance Supervisor to assure completion of contracted work.

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Aid in student transportation planning; aid in re-registration; provide assistance to the transportation department in the absence of the Transportation Coordinator.

Advise and assist with the scheduling of athlete and sport events, assist with writing non-permit contracts for all athletic teams during the "off" seasons.

Perform a variety of clerical duties related to assigned activities; answer telephones and greet and assist visitors; type, file and duplicate a variety of forms, reports and correspondence; establish and maintain files for facility transactions.

Communicate with administrators, staff and outside agencies to exchange information, resolve issues and coordinate activities.

Operate a variety of computer and other standard office equipment.

Monitor, oversee and coordinate activities of contracted work crews; keep administrators and other personnel current concerning projects, situations and completion of work; assure activities comply with established rules, regulations, policies and procedures; inspect completed work for accuracy and compliance with instructions and established standards.

Attend and participate in a variety of meetings related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Permit documentation, preparation and processing.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Telephone techniques and etiquette.
Operation of a computer and assigned software.
Laws, codes, policies and procedures related to assigned activities.
Basic math.

ABILITY TO:

Coordinate and schedule the use of organizational facilities by various groups and community organizations.
Serve as a resource to administrators and the public concerning the use of facilities.
Interpret, apply and explain applicable laws, codes, policies and procedures.
Work independently with little direction.
Meet schedules and time lines.
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Determine appropriate action within clearly defined guidelines.
Prepare reports related to assigned activities.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Answer telephones and greet visitors.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years general experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

Unrepresented Positions

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Database Manager	\$64,474	\$67,698	\$71,082	\$74,637	\$78,369	\$82,287	\$86,401	\$90,760
Executive Assistant	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Executive Asst. Communications	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Human Resource Spec.	\$45,610	\$47,890	\$50,285	\$52,830	\$55,505	\$58,315	\$61,267	\$64,370
Operations Liaison	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698
College Advisor	\$23	\$24	\$25	\$27	\$28	\$29	\$31	\$33
Nurse RN	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698

Board Approved: effective July 1, 2016

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Database Manager	\$64,474	\$67,698	\$71,082	\$74,637	\$78,369	\$82,287	\$86,401	\$90,760
Executive Assistant	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Executive Asst. Communications	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
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Nurse RN	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698

* Pending Board Approval

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: DIRECTOR-HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Executive Director/Principal, plan, organize, control and direct the Human Resources program to assure the proper delivery of human resources services; develop, implement, administer and interpret policies, systems, processes and programs; stimulate, educate and support others in their knowledge and understanding of Human Resources services and issues; plan, organize and implement long-term and short-term projects and activities designed to develop and augment projects and services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Human Resources program to assure the proper delivery of human resources services including recruitment and selection, employee-employer relations, classification and compensation, staff development, employee records management, credentials and certification, classified and certificated substitute services, contract administration, workers compensation program support, and other human resources services.

Motivate, educate and support staff, Board members and school district staff in their knowledge and understanding of the various areas of human resource services and related issues through meetings and discussions.

Communicate and support regional and State-wide human resource services through regional planning, participation in State-wide committees and through implementation of meetings and events.

Represent assigned human resource services to local, State and federal agencies and officials; make presentations to associations, community groups and others regarding matters related to assigned services.

Attend local, State and regional conferences and workshops and maintain current knowledge of technologies, theories, regulations and requirements affecting related human resource services; interpret and communicate proposed and enacted legislation at the federal and State level.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan and arrange for appropriate training and development of subordinates.

Plan, organize, develop and implement long-term and short-term projects and activities designed to develop and augment human resources services; assure compliance with a variety of State and federal regulations, laws and reporting requirements.

Provide technical expertise, information and assistance to the administrator and individual managers

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regarding complex employment issues; work with legal counsel as necessary; advise the Principal/Executive Director regarding use of resources, priorities, opportunities and methods to enhance the delivery of human resources services.

Formulate, develop, implement, administer and interpret policies, systems, processes, programs and procedures affecting assigned projects and service areas; plan, develop and recommend goals and objectives for the assigned areas; coordinate Human Resources functions and activities with other programs and functions.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities, programs and projects, resolve issues and conflicts and exchange information; interact, service and collaborate with districts and other agencies on various human resources matters; conduct staff meetings to communicate ideas and resolve issues.

Develop and prepare the annual preliminary budget for the Human Resources Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and various assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.

Conduct, attend and participate in a variety of meetings as assigned; participate in State-wide organizations/associations.

Participate in negotiations and on a variety of other special projects.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Human Resources Department.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.

Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.

Principles and practices of collective bargaining and labor relations.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Public speaking techniques.

Organizational operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

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Operation of a computer and assigned software.

ABILITY TO:

Plan, develop, organize, implement, control and direct a variety of human resources programs and services.

Stimulate, educate and support others in their knowledge and understanding of human resources services.

Train and evaluate the performance of personnel.

Analyze and interpret legal information.

Plan, organize and implement long-term and short-term projects and activities designed to develop and augment human resources programs and services.

Interpret and apply provision of the State Education code and various regulatory agencies.

Prepare and make clear and concise written and oral reports.

Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.

Plan and organize work.

Provide guidance and direction to managers and other school personnel concerning human resource systems and programs.

Prepare and deliver oral presentations.

Interpret, apply and explain complex rules, regulations, policies and procedures.

Type or input data at an acceptable rate of speed.

Maintain current knowledge of laws, rules, regulations, requirements, restrictions and trends related to assigned areas.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or public administration or related field and five years increasingly responsible experience Human Resources management, including labor relations in a school district, business or other government agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid California Administrative Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

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Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

HAZARDS:

Contact with dissatisfied and abusive individuals.

Single Job Single Scope Report

Human Resources Director (Autonomous) (HR09200142)

Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation programs to foster positive attitudes toward company goals. Keeps records of insurance coverage, pension plans, and personnel transactions such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carriers. Conducts wage surveys within relevant labor markets to determine competitive wage rates. Prepares the budget for personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a Chief Financial Officer, a Chief Operating Officer, or a Chief Executive Officer.

Choose a Scope
All

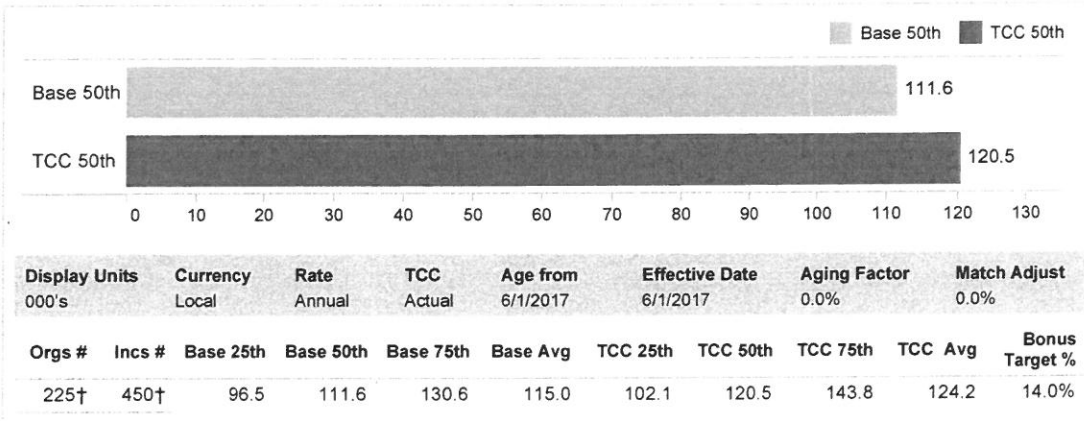
GEO:
Size: FTEs 200 - 500
Industry: Edu., Gov't. & Nonprofit

Choose a Job
All

No Company Jobs Matched!

Job Family: Executives & Senior Managers
Job Level: Directors
FLSA Status: Typically Exempt

Alternate Job Titles: Human Resources Director | Director of Human Resources | Human Resources Director (Autonomous)



Director, Human Resources Salary Comparison

School	#days	ADA	Salary Low	Salary High
Palisades Charter High School	229	2,976	\$ 80,000	\$ 134,672
Beverly Hills Unified School District BHUSD	225	4,276	\$ 108,734	\$ 148,614
Birmingham Community Charter High School BCCHS	234	2,923	\$ 118,320	\$ 144,054
Chatsworth Charter High School CCHS (LAUSD affiliated)	249/261*	2,495	\$ -	\$ -
El Camino Real Charter ECRCHS (LAUSD affiliated)	249/261*	3,766	\$ -	\$ -
Granada Hills Charter High School GHCHS	234	4,224	\$ 133,149	\$ 133,149
Los Angeles Unified School District LAUSD	249/261*	640,000	\$ 91,584	\$ 113,652
Palos Verdes Peninsula Unified School District	220	11,900	\$ -	\$ -
Santa Monica-Malibu Unified School District SMMUSD	249/261*	11,341	\$ 111,615	\$ 135,669
William Taft Charter High School WTCHS (LAUSD affiliated)	249/261*	2,450	\$ -	\$ -
ABC Unified School District	223	20,863	\$ 131,856	\$ 150,168
mean average			\$ 110,751	\$ 137,140
Salary.com			\$ 96,500	\$ 143,800
Recommended			\$ 98,258	\$ 134,038

* accounts for 12 holidays, vacation days vary per individual contract

Palisades Charter High School Administrative Salary Scale

current scale - effective: July 1, 2016

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	166,464	174,787	183,527	192,702	202,338			
Assistant Principal /Director	105,693	112,138	118,582	125,028	128,242	131,457	134,672	137,916

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Officer	113,162	118,788	124,843	131,095	134,309	137,524	140,739	144,961
Director of Operations	107,161	112,519	117,877	123,235	128,242	131,457	134,672	137,916
Director, Human Resources	85,729	89,212	92,694	96,445	101,267	106,357	112,519	118,949

Longevity increase:

\$3,000 Longevity Stipend each year, after 2 years at the highest step

Doctoral Stipend: \$3,000

Work Days = 229 (241 contract days when including holidays)

Board Approved effective July 1, 2016

Proposed adjustment to Director, Human Resources scale

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	166,464	174,787	183,527	192,702	202,338			
Assistant Principal /Director	105,693	112,138	118,582	125,028	128,242	131,457	134,672	137,916

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Officer	113,162	118,788	124,843	131,095	134,309	137,524	140,739	144,961
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Director, Human Resources *	\$98,258	105,693	111,138	118,582	125,028	128,242	131,457	134,038

Longevity increase:

\$3,000 Longevity Stipend each year, after 2 years at the highest step

Doctoral Stipend: \$3,000

Work Days = 229 (241 contract days when including holidays)

* pending Board approval