

Date: 9/22/2025

To: Budget Committee

From: Jeff Hassett, I/S Director

RE: Request to reclassify a position and add two part time office support positions

Summary: As part of the reorganization within the I/S department, and in light of Cindy Stoeckl's recent notice of retirement, we are making a change to our administrative support structure.

Proposal: We have made the decision to eliminate the Confidential Secretary position and two part time Intern positions. To ensure a smooth transition of duties, we are requesting approval to reclassify the current Administrative Secretary position to Office Manager and to add two part-time Office Specialist positions who will report to the Office Manager. This will allow us to effectively redistribute responsibilities and support departmental functions moving forward.

Costs of the Proposal: The implementation of this proposal will be achieved with no additional budget allocation. This is made possible by the elimination of the Confidential Secretary position (annual reduction of \$109,000 (current salary + benefits)). These savings are partially offset with related grade increases. A grade increase between the eliminated IS Intern positions and the new part-time Office Specialist positions result in an offset of \$20,000 for the two positions combined. An additional offset of \$4,000.00 is for the reclassification of the Administrative Secretary position and is a combination of two factors. It includes a standard 3% salary increase for the reclassification, plus an additional retention adjustment specifically for Krista Bass. This adjustment acknowledges her 30 years of experience and institutional knowledge as the Administrative Secretary, ensuring her continued value to the I/S department.

The gross adjustment to the annual budget would be \$85,000.

The actual net annual expenditure savings moving forward is \$49,000. This is reflective of "true" savings since the two IS Intern positions are currently unfilled.

The majority of these changes were reflected in the 2026 Personnel Budget for planning purposes.

Benefits of the Proposal:

- **Strategic resource alignment:** The retirement of a long-term employee is an opportunity to re-evaluate how responsibilities are distributed. The proposal to reclassify duties and add a part-time staff member allows the department to reconfigure its administrative support structure for maximum efficiency and strategic alignment.
- **Improved efficiency:** By reclassifying and redistributing tasks, the department can streamline workflows, eliminate redundancies, and ensure that roles and responsibilities are more clearly defined.
- **Opportunity for re-skilling:** The reclassification of roles can offer opportunities for employees to take on new duties, helping to develop their skills and improve morale through increased responsibility.
- **Reduced workload for other employees:** The new part-time positions are intended to absorb administrative responsibilities, preventing burnout.

Other considerations, if applicable: None