



**COLORADO**  
Department of Education

# Job Classification Update

May 2019

# Summary descriptions

100 Administrator. An administrator is an individual who performs responsibilities associated with executive management, administrative leadership and organization direction and is responsible for developing, directing and interpreting policies and regulations. Including, executing those policies or regulations through the direction of individuals at all levels. Employee classification and job title does not preclude determination of job classification. Positions that would naturally be associated with a 100 level would be those that report directly to the Board of Education, those considered cabinet level and those licensed building administrators (Principals and Assistant Principals).

# Suggested edits

In the 100 level, remove the language referring to ‘supervision/supervisor’ and ‘coordinator’ Example the 107 and 108, why do we need a 103 and a 108 and a 104 and 107, we should just have one each for Instructional and Non-Instructional and all others ‘supervisors/coordinators’ should be in the 300 level.

Remove from the 103 and the 104 descriptions the specific position “titles” identified as many may fall into a 200 or 300 level

NEW - include business rules for pipeline edits that include ‘indirect cost positions’ ( C-level staff must report with a 100 or no C-level staff reported) to align with program codes.

# Summary descriptions

200 Professional.

Seeking clarification from teacher licensure that the intent of this class is to capture individuals holding state and/or Colorado Department of Education licensure.

The clarification may clear up perceived duplication in the 300 series.

- TOSA and/or Coordinators of Instructional Programming
- Title Coordinator
- SpEd Instructional Specialists
- Job Class 215 - possibly add to the description of this position and update name for the TOSA/Coordinator and/or Consultant. Allow for managerial/supervisor positions.

# Summary descriptions

300 Professional – Other. Individuals who perform managerial or supervisory activities or perform assignments requiring a high degree of knowledge and skills which have been obtained through advanced education, training, or experience but not requiring skills in the field of instructional education.

Individuals in the Professional job class category would be considered administrative exempt. Employees in this category are not considered executive in nature and would generally report to the 100 job class level.

# Suggested edits

## 300 Professional – Other.

Add more specialized positions (i.e. Payroll Manager, Purchasing Manager, Budget Manager (removed from 100's)

Job Class 357- Crafts/Trades/Food Service Managers - Possibly open this job class up to Specialized Professional Managers - this way Payroll, Purchasing and Budget and any others could fit here.

Where Consultant is used, can Supervisor and Coordinator be added (i.e. 335 this could take the place of a 108)

Removal of obsolete job codes

Perhaps add language similar to the 100s for policy (interpret, implement and recommend)

# Summary description and suggested edits

400 Paraprofessionals. Performs activities supporting professional and/or instructional individuals or functions of an organization.

Suggestions:

Add a job class for Part-time / temp similar to in the 500's and 600's. This would help with the school districts trying to employ students to support instructional programming.

# Summary description and suggested edits

500 Business/Office/Administrative Support. May include supervisory of general office or programming and would not be considered exempt. Additionally, performs activities associated with data collection, recording and retrieval, preparing, transferring, systematizing or preserving communications, records and transactions.

Suggestions:

Removal of obsolete job types

Consolidate others like 506 and 511



# Summary description and suggested edits

600 Crafts, Trades and Services. Performs tasks that require skill levels which can be acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This includes assignments in crafts and trades, operative, laborer and service work.

Suggestions:

Clean up obsolete

Combine - (i.e., 610 and 611)

Clarify (i.e., job class 613 also references 357, we should decide where they are coded, not provide the option)

# Next steps

Redline and final version will be posted before Monday

Vote on edits, deletions and additions at the June meeting

Vote on edits, deletions and additions to the FPP Handbook at the June meeting