

MEMORANDUM

TO: Nicole Carter
Executive Director Human Resources

FROM: Julie Nguyen
Human Resources Business Partner

DATE: April 6, 2022

RE: Reclassification of Black Student Achievement Program (BSAP) Community Liaison, Hispanic Achievement Liaison, and International Achievement Liaison positions

Recently, our office has experienced significant difficulties in filling the vacancies for BSAP Community Liaison and Hispanic Achievement Liaison positions. Between June 2021 and February 2022, six (6) job announcements have been advertised. These six job announcements have drawn 232 applicants, of which 139 applicants have met the minimum qualifications. After completing the screening and interview process, only three (3) offers have been accepted while seven (7) offers have been declined. Currently, two (2) offers are in the pending status. Each applicant that has declined an offer of employment with HCPSS has cited the low salary offering as the primary reason for the declination. The findings of these vacancy details are reflected below.

Due to the consistency in declined offers citing low compensation, staff within our office began to review the job classifications for these positions in comparison to other positions within HCPSS. Currently, these school-based liaison positions are housed with HCEA-ESP on the 10-Month Technical Central Office and School Based scale, on Grade 20. The only other position housed on this same lane of the salary scale is the School Mental Health Technician position. A review of the School Mental Health Technician minimum qualifications revealed that applicants must possess high school diploma or GED equivalent with four (4) years of experience in the behavior/mental health field. The minimum qualifications for our Liaison positions details a bachelor's degree in education, social science, or related field and experience in working with students and families within their respective area of involvement.

Further research revealed that although we have positions on the 12-Month Technical Central Office and School Based scale, they hold a higher grade for classification and compensation purposes;

however, these positions have minimum educational qualifications that are less rigorous as opposed to the Liaison positions. For example, the HR Benefits Customer Service Representative, Executive Assistant I, Executive Assistant II, as well as several Technical Assistant positions fall within Grades 21, 22, and 23, however, these positions can be obtained with a high school diploma and combination of years of experience.

As a result, I would recommend [REDACTED]. However, this type of project would take a considerable amount of time. In the short term, I would recommend reclassifying the Liaison position to Grade 22 or Grade 23. We currently have 18 BSAP Community Liaisons, 25 Hispanic Achievement Liaisons, and 10 International Achievement Liaisons with HCPSS.

JobID	Position	Closing Date	# of Applications Submitted	# of Applicants MMQ	# of Offers Accepted	# of Offers Declined
3527	BSAP, Secondary	6/13/2021	52	32	0	2
3646	BSAP, Secondary	9/30/2021	55	32	1	4
3647	BSAP, Elementary	9/30/2021	55	32	1	0
3648	Hispanic Achievement	9/30/2021	12	7	1	0
3875	BSAP, Secondary	2/14/2022	52	32	1 offer pending response	1
3876	Hispanic Achievement	2/21/2022	6	4	1 rec to hire anticipated pending results of Language Testing	N/A
TOTAL			232	139	3	7