



# Associated Students Personnel Committee

**To: Associated Students Board of Directors**

**From: AS Personnel Committee**

**Date: Saturday, February 18<sup>th</sup>, 2012**

**RE: Job description revisions**

AS Employment Policy section 4.04 states,

**4.04 Position Changes and Alterations**

- i) Substantial Position Changes & Alterations  
The AS Board of Directors, in conjunction with the AS Personnel Director, may adjust employee’s salaries and substantive changes of job descriptions in accordance with Washington State Law and university policies. AS job descriptions may be adjusted at any time to fit the organization’s needs.
- ii) Minor Position Changes & Alterations  
The AS Personnel Committee may adjust job duties in accordance with Washington State Law and university policies. AS job descriptions may be adjusted at any time to fit the organization’s needs.
- iii) All changes made in Personnel Committee will be presented to the Board of Director’s in an acknowledgement system during the following AS Board of Director’s meeting.
- iv) If the AS Board of Directors decides to omit a paid AS Employee’s position, they will be required to inform the employee at least four weeks before the position is terminated.

In preparation for spring hiring, the AS Personnel Committee has made and is proposing changes to certain job descriptions. All current position holders have been consulted on these changes. In accordance with part i, we are recommending that the Board vote to affirm changes made in the following job descriptions:

<b>Position</b>	<b>Job Description Change(s)</b>
AS Communications & Marketing Director	<ul style="list-style-type: none"> <li>• Rename office “AS Communications Office” (This recommendation comes from the current staff and advisors)</li> <li>• Rename position “AS Communications Director”</li> <li>• See minor changes in JD</li> </ul>
AS Communications & Marketing Assistant Director	<ul style="list-style-type: none"> <li>• Rename position “AS Public Relations Coordinator” as this title is more in line with the nature of responsibilities</li> <li>• Reclassify from Assistant Director to Coordinator</li> </ul>



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	<ul style="list-style-type: none"> <li>• See minor changes in JD</li> </ul>
<p>AS Women’s Center Program Support Staff</p> <p><i>(Recommendations made in conjunction with the assessment process conducted by the AS Structure &amp; Program Advisory Committee)</i></p>	<ul style="list-style-type: none"> <li>• Rename position “AS Women’s Center Assistant Coordinator for Creative Programming”</li> <li>• Change position from hourly to salary (position is currently paid as hourly, but responsibilities are more congruent with a salaried position: self-directed, attends trainings, and does legacy documents)</li> <li>• Change to results-oriented job description</li> <li>• Excluding the Labyrinth journal, require event programming: 1 in fall, 1 in winter, and 2 in spring quarters</li> <li>• Increase hours from 10 to 15 (currently doesn’t have enough hours for ROP staff meetings, attending trainings, and event requirements being proposed)</li> <li>• Add Women’s Center responsibilities</li> <li>• See minor changes in JD</li> </ul>
AS Personnel Office Coordinator	<ul style="list-style-type: none"> <li>• Change position from hourly to salary (position is currently paid as hourly, but responsibilities are more congruent with a salaried position: self-directed, attends trainings, and does legacy documents)</li> <li>• Increase hours from 10 to 15 (not enough hours to fulfill position responsibilities, including, but not limited to: attending training, document filing, personnel appreciation, closing out jobs, spring and ongoing hiring, employee relations and grievances, contributing to Personnel Committee as needed, and other office projects)</li> <li>• Add Personnel Office responsibilities</li> <li>• See minor changes in JD</li> </ul>
AS Club Coordinator	<ul style="list-style-type: none"> <li>• Change position classification from assistant coordinator to coordinator</li> <li>• Make position budget authority over Club Activities Office budget</li> <li>• Add OrgSync administrator responsibilities</li> <li>• Change to results-oriented job description</li> <li>• See minor changes in JD</li> </ul>

In accordance with parts ii and iii, we are forwarding to the Board our job description revisions for acknowledgement:

Position	Job Description Change(s)
AS KUGS Maintenance Engineer	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>
AS KUGS Marketing and	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>



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Development Director	
AS KUGS Music Director	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>
AS KUGS News and Public Affairs Director	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>
AS KUGS Operations Coordinator	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>
AS KUGS Program Director	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>
AS KUGS Specialty Music Coordinator	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>
AS Personnel Director	<ul style="list-style-type: none"> <li>• Add Personnel Office responsibilities</li> <li>• See minor changes in JD</li> </ul>
AS Personnel Assistant Director	<ul style="list-style-type: none"> <li>• Add Personnel Office responsibilities</li> <li>• See minor changes in JD</li> </ul>
AS Publicity Center Graphic Designer work-study	<ul style="list-style-type: none"> <li>• Added educational benefits of employment</li> </ul>
AS Recycle Center Education Coordinator	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>
AS Recycle Center Operations Manager	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>
AS Recycle Center Staff Manager	<ul style="list-style-type: none"> <li>• Change to results-oriented job description</li> </ul>