

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: June 18, 2021

SUBJECT: Job Description Review

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Cat Doty – Administrative Services/Human Resources Coordinator

DESCRIPTION:

ECTS requests the approval to change the position status of the Accounting and Administrative Assistant position from S2 to S1 effect on or after June 24, 2021.

RECOMMENDATION:

Motion to approve the position status change of the Accounting and Administrative Assistant position from S2 to S1 as noted in the attached job description.