

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 17, 2022

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 in the Job Description for the S2 Pupil Services Secretary positions.

RECOMMENDATION:

Motion to approve the Job Description change for the S2 Pupil Services Secretary positions as noted in the attached job description, Effective 7/1/22.