



**RECOMMENDATION TO APPROVE
RECLASSIFICATION OF HR GENERALIST POSITION
TO HUMAN RESOURCES SUPERVISOR POSITION
June 17, 2026**

Background

Administration recommends the elimination of one of two Human Resources Generalist positions and replacing/reclassifying it as a Human Resources Supervisor position. The HR Generalist position is currently vacant due to a resignation.

The District's personnel-related responsibilities continue to grow in volume and complexity, requiring increased leadership capacity and expertise in recruitment, employee relations, compliance, and human resources operations. The proposed Human Resources Supervisor position will provide enhanced support to administrators and staff on personnel-related matters, assist with the oversight of recruitment and staffing processes, employee relations and performance management issues, ensure compliance with applicable employment laws and regulations, and support a variety of human resources initiatives. Additional responsibilities are outlined in the attached job description and include oversight of recruitment practices, compensation and classification processes, staff training, policy implementation, and labor relations activities.

Creating this supervisory position will strengthen the District's ability to attract and retain qualified employees, provide timely and consistent support to administrators, and ensure effective administration of human resources functions.

Financial Impact

The proposed position represents a reclassification of a Human Resources Generalist position (classification 10) to a Human Resources Supervisor position (classification 13). The estimated annual increase in salary associated with this change, at step one, is approximately \$6,000 (depending on experience of the individual hired), plus additional employer benefit costs associated with the Supervisor Agreement.

Recommendation

Administration recommends that the School Board approve the reclassification of one of the Human Resources Generalist positions to a Human Resources Supervisor position and approve the associated classification change from classification 10 to classification 13.

Submitted by: Cathy Moen, Director of Human Resources