

## **NON-CLASSIFIED CRITICAL RETENTION DESIGNATION**

In the continuing challenge to find and maintain an effective and quality staff that can provide critically needed services, two additional positions have been identified for prospective non-classified critical retention status.

In the IT department, the University added a new programmer position in as a non-classified critical retention position. The IT staff includes one database administrator, classified pay grade 19. The incumbent employee has considerable skills and turnover in the position would be seriously disruptive to the University's maintenance of the student and financial information database, BANNER. The database administrator position should remain parallel to the programmer position, with regard to compensation and status, but will not be so while in the classification system.

In the Facilities Department, a modest reorganization is needed to provide an appropriate management structure for the housekeeping department. A new position, Manager of Custodial Services, is being requested as a non-classified critical retention position. At the current time, a classified Supervisor leads the day shift work-crew, and a classified Assistant Supervisor leads the evening shift work-crew. These two shift leaders should each function as classified shift leaders, at parallel pay grades, each reporting under a new manager's position. The new management position requires a person with proven leadership and management skills and will require a market-competitive salary.

This proposed structure would allow the new manager to effectively focus on personnel management and planning.

The following resolutions are recommended for adoption by the Board of Governors:

RESOLVED, That the Shepherd University Board of Governors approves the position of Database Administrator as non-classified, critical retention.

RESOLVED, That the Shepherd University Board of Governors approves the position of Manager of Custodial Services as non-classified, critical retention.