

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Dept of Public Instruction Division: State Board of Education

Budget Code: 13510 Center Title: Education Management Center Number: 1000

***** Position Information *****

Proposed Classification: Administrative Assistant 1 Proposed Salary Grade: 63

Salary Range: \$27,310 - \$42,424 Proposed Effective Date: October 1, 2006

Number of Positions: 1 Proposed Salary: \$40,000

	<u>Center Authorized Budget</u> <u>As of 8/31/06</u>	<u>Current Request</u> <u>Includes Salary & Benefits</u>
Total Budget	\$ 24,456,655	\$ 49,770
Receipts	<u>13,280,630</u>	<u>49,770</u>
Appropriation	\$ 11,176,025	\$ 0

Funding Source(s): Indirect Cost Earned on Federal Grants

Justification for Position (including description of duties and responsibilities):

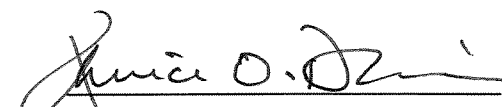
A full-time Administrative Assistant I position is needed to assist the State Board of Education Chair and Executive Director in coordinating tasks requested of or specifically assigned to the Department staff by the United States Congress, the North Carolina General Assembly, the State Board of Education, local school systems, local boards of education, state education association leaders, other state agencies, and the Council of State. This position will maintain the State Board of Education Chair's calendar and keep SBE members informed of meetings. This position will be the first point of contact for public calls to the State Board of Education on a variety of topics. This position will research, write, interpret, communicate and disseminate to a varied Department staff, State Board of Education, elected members and staff of the North Carolina General Assembly, local school administrators, board members, teachers, parents and other public constituencies proposed education initiatives and ratified education legislation at the state and federal level.

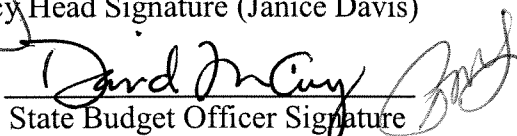
A retired state employee has been contracting with DPI to perform these tasks. But due to the daily number of phone calls (approximately 125) and email messages from constituents which must be addressed as well as the increased volume of work of all staff due to the Federal No Child Left Behind Act and the court rulings on school performance, a more permanent staff person is requested.

Philip Price

Presentation to be made by

Associate Supt Financial & Business Services
Title


Agency Head Signature (Janice Davis)


State Budget Officer Signature