

BUSINESS JUSTIFICATION TEMPLATE

Department of Education

I Executive Summary

The Department of Education (TDOE) has identified 14 positions for the voluntary buyout. The 14 positions are distributed throughout eight business units in the department, as well as six allotment codes. The department will benefit from the reclassification of all of the positions. The following business units have been identified because the duties of the position can be absorbed by other positions or because the business needs of the department have changed, as explained below.

NOTE: In the event eligible employees do not apply or are not accepted for the VBP, TDOE has no present intention of eliminating or reclassifying the identified classifications/positions.

II Business Justification and Assessment

Each business unit of the TDOE was analyzed for its current business needs and efficiency of the work produced by the business unit, as well as the overall statutory obligations and business needs of the entire department. The following business units and classifications were identified:

- Fiscal Office –
 - Accountant III. With recent process and procedural changes to the work flow in the fiscal office, the number of accountants can be reduced by one and the work of that position distributed to another accountant, as well as account technician. The position will be reclassified to an Executive Administrative Assistant III in order to support the assistant commissioner of the fiscal office.
- Curriculum & Instruction –
 - Education Consultant 1. The TDOE has been phasing out Education Consultant 1 positions. The work of this division has changed over the past few years and the work performed by this classification in this division can be absorbed by other employees. The one position would be reclassified to an Executive Administrative Assistant 1 in order to support the assistant commissioner in scheduling and coordinating trainings and conferences provided by this division to Tennessee teachers and leaders.
- Facilities –
 - Secretary – The one position has supported records management, transport services and mail run back-up, as well as various other ancillary duties

performed by the Facilities unit. The position would be reclassified to an Administrative Services Assistant 2 to provide an expanded skill set in order to fulfill the needs of the department for a records manager.

- Accounting Technician 1 – This position has provided safety inspections for TOSHA enforcement, asset management, lease management, vehicle maintenance and servicing and mail run back-up. This position would be reclassified to an Administrative Services Assistant 3 for purposes of expanding the duties to cover a broader range in asset and lease management, and capital budget assistance.
- Data & Research –
 - Education Consultant 2 – The work of this division has changed to require more data analysis and requires more specific data and statistical analysis skills. The position would be reclassified to a Statistical Research Specialist in order to gain capacity in the data quality section of this division.
- Special Populations –
 - Executive Administrative Assistant 2 – This position has held the Director of the TN Headstart Collaboration Office and has focused exclusively on Headstart. The position would be reclassified to an Education Consultant 4 in order to take on an expanded role in the early childhood unit. The employee in this position will coordinate regional focus groups around family engagement, positive behavioral supports, and high quality academic instruction. The position will serve in leadership role in the special populations division.
 - Administrative Services Assistant 2 – Position has provided direct administrative support for the voluntary pre-k and English learner coordinator areas. Duties performed by this position would be absorbed by other employees. The position would be reclassified to an Education Consultant 2 and serve as English language learner academic interventionist, providing direct training and support to local education agencies (LEA) in the use of literacy interventions.
 - Administrative Assistant 1 – Position has provided general administrative support to the division by answering and appropriately routing incoming calls, picking up and delivering mail, making copies, assisting in organization of conference material or mailing of letters. Duties would be absorbed by other administrative employees. The position would be reclassified to an Education Consultant 2 and serve as English Language Learner academic interventionist, providing direct training and support to LEAs in the use of literacy interventions.

- School Nutrition –
 - Education Program Administrator 2 - Employee in this position has been serving as the executive director of school nutrition. The position will be reclassified to an Education Consultant 4 in order to parallel the executive director with the other similar roles within the learning conditions division. (The Learning Conditions division includes, Coordinated School Health and Safe Schools, as well as School Nutrition).
 - Administrative Secretary - This position has been assisting with phones and other administrative duties. The secretary and other employees will absorb these duties. Position will be reclassified to an Education Consultant 2 and will assist in the development of recipes and nutritional analysis for the school nutrition program in Tennessee.
 - Administrative Services Assistant 3 - This position has been responsible for higher level administrative functions, such as procurement. The department has a procurement professional and this position for this unit is not needed. Position will be reclassified to an Education Consultant 2 and will assist in developing a viable Farm to School (F2S) program in Tennessee's schools that will enable all schools to have access to locally grown and produced foods. This consultant will serve as the Tennessee Lead for the Farm to School Network and represent the department in all F2S initiatives.

- Centers of Regional Excellence (CORE), Central Office –
 - Education District Facilitator, two positions. These positions were established three years ago to serve as regional coordinators in the west, middle and east regions of the state, assisting CORE district directors. The positions are no longer necessary as the CORE is now fully formed and there are eight Education District Facilitators in the state district offices. These two positions will be reclassified to Education Regional Academic Consultants to serve as math consultants to LEAs through the CORE offices.

- Centers of Regional Excellence (CORE), Southwest CORE Office –
 - Education District Facilitator, one position. When the new structure of CORE was developed, it was decided that the southwest district would have the director in Memphis and a deputy in Jackson. However, this is no longer necessary as the Memphis office is providing all services to the southwest district. This position will be reclassified to an Education Regional Academic Consultant to serve as a math consultant to the LEAs through the CORE offices.

III. Estimated Net Cost Savings

See attached.

IV. Justification for Eligibility Appendix

The TDOE is using the eligibility factors outlined in the Program Document.

Candice McQueen 5/20/15
Commissioner Candice McQueen *VM* Date