

POSITION MANAGEMENT ADMINISTRATIVE GUIDE

Every school and department has a budget for salaries that is based on the budgeted permanent full- and part-time staff positions allocated to the school or department. Please refer to the **Budget** Section of this guide for information regarding how permanent positions are allocated.

Administrators are not responsible for managing the budget for these permanent positions and the associated benefits; however, each school or department has an annual salary & wages budget for temporary salaries and for staff hired for School Improvement Plans. Administrators are also responsible for managing the staff hiring process in accordance with district Finance and Human Resource guidelines and procedures.

A copy of the adopted budget book may be obtained from the Finance Department. This information can also be found on the CPS' website. A summary of a school's/department's budgeted positions may be found in the annual adopted budget document.

On a monthly basis, a "Position Management" report is emailed to you. This report lists all positions allocated to your school or department for the current school year, and includes the name of the current employee assigned to each position. Vacant positions are listed as well.

POSITION MANAGEMENT REPORTS

The Budget Office is responsible for maintaining, updating and verifying position records, including the review and verification of all position funding.

Position Management Reports are sent to principals and administrators periodically. This report provides a list of permanent salaried positions, including the individual position's identifying information and funding source(s). It is important that principals/administrators review the school's/department's position management documents for accuracy of information. This information is used to create the CPS annual salary budget.

The Position Management Report will include:

- **Position:** Four zeroes followed by a 4-digit Position Number (PS#). All budgeted positions are assigned a position number. This is a unique number that helps easily identify each school/department position for budget, position management, and human resource purposes.
- **Job:** Job Code. Each budgeted position is assigned a job code number for each category of position.

- **Whole FTE and School FTE:** Most positions are regular full-time positions and are funded through a single source or budget code. Such positions are considered **1.0 FTE**.

Some regular full-time positions, however, are funded from multiple sources, and these positions' FTE is divided accordingly. For example, a full-time 1.0 FTE physical education teacher divides his time between two elementary schools, working one-third of his time at the Kennedy Longfellow Elementary School and two-thirds of his time at the Baldwin Elementary School. This physical education teacher position would be budgeted accordingly: **Whole FTE: 1.00, School FTE 0.33 FTE** or one-third of the budgeted position's salary would be expensed from the Kennedy Longfellow School budget, and **School FTE 0.67 FTE** or two-thirds of the budgeted position's salary would be expensed from the Baldwin School.

For part-time positions, the FTE is adjusted accordingly. An employee who works half-time would be considered a **0.50 FTE**. Part-time positions may also be funded from multiple sources, and these positions' FTE would also be divided accordingly.

- **Job Title:** Each budgeted position is assigned an official job title.
- **EmplID:** 7-digit Employee ID. All employees (temporary and permanent) are assigned an employee identification number for human resource and payroll purposes.
- **Current Incumbent:** Name of person who currently holds the staff position.
- **Fund, Deptmnt, Grant, Acct.:** Budget codes for Fund, Department, Grant/Project, and Account.

The following is a sample Position Management Report:

Position Job	Whole FTE	Grade	Job Title	EmplID	Current Incumbent	Fund	Deptmnt	Grant	Acct.	School FTE	
00000163 321	1.00		Senior Budget Analyst	0225601	Rousseau,Patricia L	15000	895715		51117	1.00	
00000151 709	1.00		Senior Budget Analyst	0010424	Collins,Joshua Warren	15000	895715		51117	1.00	
00005608 727	1.00		Clerk Specialist-Financial Ope	0004025	Branco,Linda M	15000	895715		51115	1.00	
00004921 370	1.00		Asst Director Budget & Finance	2000913	Washington,Ivy Kristin Alicia	15000	895715		51117	1.00	
										Program 715	4.00
00007217 676	1.00		Chief Financial Officer	0008561	Spinner,Claire B	15000	895860		51111	1.00	
										Program 860	1.00
										Accountable Unit 95	5.00

VACANCIES AND STAFF CHANGES

For almost all personnel changes, the principal/administrator will need to complete a **Staff Requisition Form** in TalentEd. Examples of what changes this form should be submitted for include the following:

- Posting a vacant position
- Changing an employee assignment, such as reassignment to another school
- Transferring from one position to another
- Changing job title
- Increasing or decreasing of FTE (i.e. change in hours worked per week). Note that an increase to FTE may result in adding the cost of benefits to the position – please see the section below on benefit calculations.
- Changing in funding source
- Reappointment to a position
- Creating a position

TALENTED SYSTEM

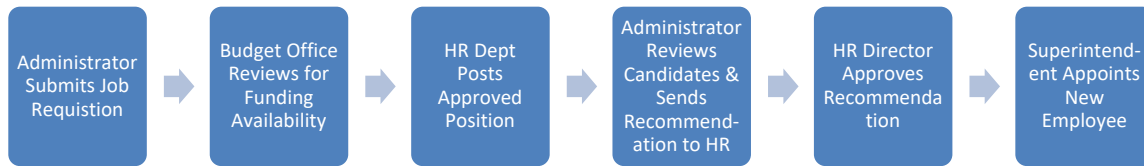
TalentEd is a hiring management and personnel record platform that routes forms through an approval process. You must contact the Human Resources to obtain a username and password. You may access TalentEd on the CPS website.

The Staff Requisition form is used to initiate a request to fill a vacant position or make changes to an employee's status. This form is available in TalentEd. When you submit this form, it will first be routed to the Budget Office, which will verify that the position is available and funded. If funding is not available, the form will be denied and routed back to the administrator. If Budget approves the Staff Requisition, it is automatically routed to the Human Resources Department (HR).

As the Staff Requisition form moves through the approval process, you will receive status notification emails. This keeps you informed of the progress of your request. If you receive a revision request or your Staff Requisition is denied at any stage in the process, you will need to address the concerns and revise or resubmit a new form.

HIRING STAFF TO FILL A VACANT POSITION

The HR Department posts the position on-line for 10 days. You will review and interview candidates and make a hiring recommendation to the Executive Director of Human Resources. The Superintendent, who has the ultimate responsibility for appointing all CPS employees, appoints the recommended candidate to the position.



Before submitting a Staff Requisition form, review the most recent Position Management Report, which is emailed to you on a monthly basis. Make sure the position is listed on the Position Management Report. Contact you budget analyst if the position is not on the report or indicates that the position is on “hold.”

Steps in Hiring a New Staff Member

- I. Principal/Administrator
 - ✓ Submit a Staff Requisition form using the TalentEd system (instructions provided in the following section)
 - ✓ Submit a job description to Human Resources

- II. Budget
 - ✓ Verifies whether funding is available
 - ✓ Approves or Denies Request

- III. Human Resources
 - ✓ Posts the vacant position on-line for 10 days

- IV. Principal/Administrator
 - ✓ Reviews the on-line applications and conducts interview process in accordance with Human Resource Department guidelines
 - ✓ Submits recommendation to Executive Director of Human Resources

- V. Human Resources
 - ✓ Notifies hiring administrator (via e-mail) confirming approval of the recommendation
 - ✓ Sends an offer letter to the selected candidate including employment paperwork and other information with instructions to visit the HR office to begin the employment hiring process

- VI. Superintendent
 - ✓ Appoints individual to position

For further information about the hiring process and CPS' guidelines and policies regarding hiring employees, and to obtain information on the status of a job vacancy posting, please contact the HR Department directly.

CREATING A POSITION FOR ONE YEAR ONLY

Principals and administrators have some flexibility to create positions for one fiscal year using funding from School Improvement Plan (SIP) budgets or by reallocating vacant, budgeted positions. Hiring staff for these positions follows much of the same process outlined above: A Staff Requisition Form is submitted, the position is posted, and interviews are conducted.

School Improvement Budgets

Before submitting a Staff Requisition that uses the SIP budget as a funding source for a position, you must have an approved School Improvement Plan for the current year. Each year, School Improvement Plans must be reviewed and approved by the Deputy Superintendent of Teaching & Learning or the Assistant Superintendent of Curriculum & Instruction. The proposed funding for a position or partial funding of a position must be included in the approved SIP budget prior to submitting a Staff Requisition to create the position. If the position is eligible for benefits, funding for the cost of benefits must also be identified. Once Budget has verified that funding is available and adequate, a Position Number (PS#) will be created, and the Staff Requisition approved and routed to HR.

Temporary Reallocation of Existing, Vacant Budgeted Positions to New Position

In some cases, you may reallocate a vacant position or portions of vacant positions to create a new position. Several vacant lower paying positions may be combined to create a higher paying position. For example, combining 2.5 FTE aide positions will create 1.0 FTE teacher position. Or, if several of your full-time teacher positions are staffed by part time employees, you may collect the residual FTEs to create a part-time position. You will submit a Staff Requisition and use the funding section to identify the position numbers that will be used to fund the position you wish to create. These positions will be placed on hold for the remainder of the fiscal year, and a new position (with new PS#) will be created. This newly created position will exist ONLY for the current fiscal year. When the next fiscal year begins, the original positions will be restored, as long as they were not eliminated during the budget development process. If the newly created position results in a position that requires benefits, you may be required to fund the benefits. Please see the following section on when and how to calculate benefits.

Cost of Benefits

An employee who works 20 or more hours per week is entitled to benefits. Benefits costs include the cost of health and dental insurance, pension, and Medicare. If a new position is created that requires benefits, you may be required to fund the cost of benefits as described below. For FY 2020, the cost of benefits is estimated at **26%** of salary for teachers. The following procedures are used to calculate benefits costs when creating a new position or when increasing an FTE:

- ✓ If there is an existing, vacant position that is budgeted at 20 hours or more per week, there is no additional cost for benefits when using this FTE to create a new position.
- ✓ If the existing positions are each budgeted at LESS than 20 hours per week, and are combined to create a position of more than 20 hours per week. the full cost of benefits (26% X salary, for example) must be calculated and budgeted.
- ✓ If a position with a work schedule of 20 hours or more is created with SIP funds, or other identified funds, **the full cost of benefits (26% X salary)** must be calculated and budgeted.

HOW TO COMPLETE A STAFF REQUISITION TO FILL A VACANT POSITION

The Staff Requisition Form is available through the TalentEd System. Use your most recent **Position Management Report** to assist you in completing the form. This report contains much of the information you will need to complete the Staff Requisition. All fields marked with an asterisk are required and must be completed in order to submit the form.

Title: This is the job title or position title. You will find this on the Position Management Report.

Shift Type: Optional field where you can select part time, full time, or substitute

Location: Select the school or department from the drop-down list

Notes to HR: Optional field that can include any relevant information about the vacancy you are filling.

Requested Action: Select from the drop down list the option to **Post Vacant Position**

Person Currently at Position: You can write vacant, if the position is already vacant, or the name of the current employee if there will be a vacancy in the future because of a resignation, retirement, termination, transfer, etc. Note that the submission of one of these actions to make the position vacant must be submitted before the Staff Requisition to fill the vacancy can be processed.

Months Per Year: Select 9, 10, 11, or 12 months for the position. Most school- based positions are based on 10 months per year. Some positions are based on 11 or 12 months. The number of months is sometimes, but not always noted on the Position Management Report.

Budget Year: Select the relevant school year for the vacancy (usually either the current school year or the upcoming school year). Please note that the posting will expire at the end of the year selected, and if the position is not yet filled, another Staff Requisition for the next year will need to be completed.

Current Location: Name of school or department where the position is budgeted.

Current Title: Optional field that would be the same as the *Title* field at the top

Current PS#: 4-digit current position number. You will find this on the Position Management Report under Position, and it will have four zeros preceding the PS# (e.g. 0001234). If you are creating a new position with SIP funds, use the word “NEW.” If you are reallocating existing vacant position(s), list all relevant positions, and include a sentence in the **Notes to HR** section.

Current Fund(s): would be 15000 for the general fund. You will find it on the Position Management Report under Fund. If the position is funding through SIP, it would be helpful to note that here.

Current Dept/Org(s): 6-digit department and program codes. You will find it on the Position Management Report under Department.

Current Proj/Grant(s): Project/Grant code that starts with SC and indicates a grant paying for the position. You will find it on the Position Management Report under Grant.

Current Acct(s): 5-digit account number usually starting with 51. You will find it on the Position Management Report under Acct.

Current Job Code(s): 1-3-digit code used to categorize positions. For example, Job Code 88 is a teacher. You will find it on the Position Management Report under Job.

Current FTE: Full Time Equivalent. This represents the proportion of full time that a position is budgeted. A 1.0 FTE is a full-time position. Anything less than 1.0 is a part-time position. Please note that the Position Management Report shows a Whole FTE and a School FTE, for those who are split between schools and/or departments. The Staff Requisition should reflect the whole FTE for the posting.

Effective Date: Date the incumbent has or will leave the position. If the position is vacant at the beginning of the school year, use September 1 as the date. **Employment Action:** Not applicable for posting vacancies. The drop-down options are reassignment or change in employment status.

New Job Title, New School Department(s), New PS#, New FTE, New Fund(s), New Dept/Org(s), New Proj/Grant(s), New Acct(s), New Job Code(s): These are optional fields that only need to be completed if a change is being made to the position. Only the fields being changed need to be filled out.

You do not need to fill in any of the fields next to or below **FOR POSITION CONTROL USE ONLY**.

Approval Workflow: Select **Position Management**.

Note that you can click on **Cancel** to delete your Staff Requisition, **Save Draft** to return to it later, or **Save & Submit** the form to the Budget Office for review.

Talented Hire - Job Requisition x +

← → ↻ cpsd.tedk12.com/hire/requisitions/editRequisition.aspx

Welcome Position Control

Unified Talent
Applicant Tracking

New Features!

TOOLS DASHBOARD REPORTS SUPPORT

NEW REQUISITION

GENERAL INFORMATION

Title * Teacher Gr 3
Select Job from Template

Shift Type Full-Time ▾

Location * Tobin Montessori School ▾

NOTES TO HR

Special Posting Notes or Instructions to HR

BUDGETING INFORMATION

Requested Action * Post Vacant Position ▾

Person Currently at Position * vacant

Months Per Year * 10 ▾

Budget Year * 2019 / 2020 ▾

SUPPORT

Talented Hire - Job Requisition x +

← → ↻ cpsd.tedk12.com/hire/requisitions/editRequisition.aspx

REQUISITION FORM

Current Location(s) * Tobin Montessori

Current Title *

Current PS# * 1234

Current Fund(s) * 15000

Current Dept/Org(s) * 821115

Current Proj/Grant(s) *

Current Acct(s) * 51112

Current Job Code(s) * 88

Current FTE * 1

Effective Date * 9/1/2019

Please select an employment action (if applicable) and complete information below (using commas to separate multiple funding sources):

New Job Title:

New School/Department(s):

New PS#:

New FTE:

New Fund(s):

New Dept/Org(s):

New Proj/Grant(s):

New Acct(s):

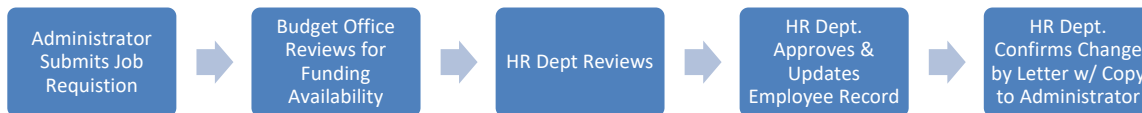
New Job Code(s):

FOR POSITION CONTROL USE ONLY BELOW:

SUPPORT

CHANGES IN EMPLOYEE STATUS

Whenever you have a staff member whose assignment has changed, whose source of funding has changed, who you wish to reappoint, etc. you must submit a Staff Requisition Form. Once the Budget Office approves the Staff Requisition Form, it is routed to HR. The HR Department ensures that all changes are made to the employee's job data records so that the salary is paid and charged correctly. Any substantive change in employment will be followed up by a letter to the employee confirming the change with a copy of the letter sent to the administrator.



Before submitting a Staff Requisition form, review the most recent Position Management Report, which is emailed to you on a monthly basis. Make sure the position is listed on the Position Management Report. Contact your budget analyst if the position is not on the report or indicates that the position is on “hold.”

Steps in Employee Status Change Process

I. Principal/Administrator

- ✓ Review the most recent Position Management Report

- ✓ Submit a Staff Requisition form using the TalentEd system

II. Budget Office

- ✓ Reviews request to verify available funding
- ✓ Approves or denies request
- ✓ Updates position records

III. Executive Director of Human Resources

- ✓ Reviews request
- ✓ Approves or denies request

IV. Principal/Administrator

- ✓ If request denied, additional action and submission of new Staff Requisition required

V. Human Resources Office

- ✓ Updates employee records
- ✓ Notifies Payroll
- ✓ Confirms change by letter to employee with a copy to the administrator

For further information regarding the change of an employee, or to obtain information on the status, please contact the HR Department directly.

HOW TO COMPLETE A STAFF REQUISITION FOR A CHANGE IN EMPLOYEE STATUS

The Staff Requisition Form is available through the TalentEd System. Use your most recent **Position Management Report** to assist you in completing the form. This report contains much of the information you will need to complete the Staff Requisition. All fields marked with an asterisk are required and must be completed in order to submit the form.

Title: This is the job title or position title. You will find this on the Position Management Report. Use the current information even if you are changing it as part of the Staff Requisition you are submitting.

Shift Type: Optional field where you can select part time, full time, or substitute. Use the current information even if you are changing it as part of the Staff Requisition you are submitting.

Location: Select the school or department from the drop-down list. Use the current information even if you are changing it as part of the Staff Requisition you are submitting.

Notes to HR: It is always helpful to the Budget Office and HR Department to include a brief description of the change being made and any other relevant information.

Requested Action: Select option from the drop-down list that best represents the change being made.

Person Currently at Position: Name of person currently in position. If the employee is being transferred, it should be the name of that person.

Months Per Year: Select 9, 10, 11, or 12 months for the position. Most school- based positions are based on 10 months per year. Some positions are based on 11 or 12 months. The number of months is sometimes, but not always noted on the Position Management Report. If the number of months is changing, select the number of the months that the position will work, when the Staff Requisition has been processed.

Budget Year: Select the relevant school year for the change (usually either the current school year or the upcoming school year)

Current Location: Name of school or department where the position is budgeted.

Current Title: Optional field that would be the same as the *Title* field at the top

Current PS#: 4-digit current position number. You will find this on the Position Management Report under Position, and it will have four zeros preceding the PS# (e.g. 0001234). If you are creating a new position with SIP funds, use the word “NEW.” If you are reallocating existing vacant position(s), list all relevant positions, and include a sentence in the **Notes to HR** section.

Current Fund(s): would be 15000 for the general fund. You will find it on the Position Management Report under Fund. If the position is funding through SIP, it would be helpful to note that here.

Current Dept/Org(s): 6-digit department and program codes. You will find it on the Position Management Report under Department.

Current Proj/Grant(s): Project/Grant code that starts with SC and indicates a grant paying for the position. You will find it on the Position Management Report under Grant.

Current Acct(s): 5-digit account number usually starting with 51. You will find it on the Position Management Report under Acct.

Current Job Code(s): 1-3-digit code used to categorize positions. For example, Job Code 88 is a teacher. You will find it on the Position Management Report under Job.

Current FTE: Full Time Equivalent. This represents the proportion of full time that a position is budgeted. A 1.0 FTE is a full-time position. Anything less than 1.0 is a part-time position. Please note that the Position Management Report shows a Whole FTE and a School FTE, for those who are split between schools and/or departments. The Staff Requisition should reflect the whole FTE for the posting.

Effective Date: Date the incumbent has or will leave the position. If the position is vacant at the beginning of the school year, use September 1 as the date. **Employment Action:** Not applicable for posting vacancies. The drop-down options are reassignment or change in employment status.

New Job Title, New School Department(s), New PS#, New FTE, New Fund(s), New Dept/Org(s), New Proj/Grant(s), New Acct(s), New Job Code(s): These are optional fields that only need to be completed if a change is being made to the position. Only the fields being changed need to be filled out.

You do not need to fill in any of the fields next to or below **FOR POSITION CONTROL USE ONLY**.

Approval Workflow: Select **Position Management**.

Note that you can click on **Cancel** to delete your Staff Requisition, **Save Draft** to return to it later, or **Save & Submit** the form to the Budget Office for review.

The screenshot displays the 'NEW REQUISITION' form in a web browser. The browser's address bar shows 'cpsd.tedk12.com/hire/requisitions/editRequisition.aspx'. The page header includes 'Welcome Position Control' and a 'Sign Out' link. A 'New Features!' banner is visible. The form is organized into three sections: 'GENERAL INFORMATION' with fields for Title, Shift Type, and Location; 'NOTES TO HR' with a text area for special posting notes; and 'BUDGETING INFORMATION' with fields for Requested Action, Person Currently at Position, Months Per Year, and Budget Year. A 'SUPPORT' button is located at the bottom left of the form area.

Talented Hire - Job Requisition

cpsd.tedk12.com/hire/requisitions/editRequisition.aspx

REQUISITION FORM

Current Location(s): PAUS

Current Title:

Current PS#: 5678

Current Fund(s): 15000

Current Deptl/Orig(s): 808111

Current Proj/Grant(s):

Current Acct(s): 51112

Current Job Code(s): 782

Current FTE: .5

Effective Date: 9/1/2019

Please select an employment action (if applicable) and complete information below using commas to separate multiple funding sources:

New Job Title:

New School/Department(s): PAUS-PAUS

New PS#:

New FTE: 5/5

New Fund(s):

New Deptl/Orig(s): 808111/806111

New Proj/Grant(s):

New Acct(s):

New Job Code(s):

FOR POSITION CONTROL

SUPPORT

Talented Hire - Job Requisition

cpsd.tedk12.com/hire/requisitions/editRequisition.aspx

New Fund(s):

New Deptl/Orig(s): 808111/806111

New Proj/Grant(s):

New Acct(s):

New Job Code(s):

FOR POSITION CONTROL
USE ONLY BELOW:

Salary Plan:

Months per Year?

Hours per Week?

Funding End Date? (mm/dd/yyyy)

WORKFLOW

Approval Workflow: Position Management

Status: Draft

Approval Path: 1 Position Control Position Control Staff

CANCEL SAVE DRAFT SAVE & SUBMIT

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SUPPORT

POSITION MANAGEMENT FREQUENTLY ASKED QUESTIONS

Q: I need to hire someone – where do I go first?

A: The Staff Requisition Form that you need to complete to post a vacancy or to make almost any change to a position, is available on the *TalentEd System*, which can be found on the CPS website. You should also have your most recent Position Management Report on hand, as most of the information you will need to complete the form can be found on that report. If you are not yet a Talent Ed user, you will need to be set-up as a user and obtain a username and password. To set-up access to and/or if you have questions regarding the system, please contact the Human Resources Department.

Q: How do I get a copy of my school/department's Position Management Report?

A: Position Management reports are emailed to you on a monthly basis. You may also contact Josh Collins at any time via e-mail or at x4167 to request a report.

Q: What does FTE mean?

A: Full Time Equivalent (FTE) - The FTE is based on the full time required number of hours for each position. When a position requires a 30 hour per week schedule in order to be considered full time (1.0 FTE), a 20 hour per week schedule is equivalent to **.67 FTE**. Teachers, paraprofessionals, and instructional aides fall into this category. A person in one of these positions who is budgeted at .67 FTE or more receives benefits.

When a position requires a 40 hour per week schedule in order to be considered full time (1.0 FTE), a 20 hour per week schedule is equivalent to **.50 FTE**. Examples of this type of position include clerks, custodians, technical assistants, and curriculum coordinators. A person in one of these positions who is budgeted at .50 FTE or more receives benefits.

Q: What should I do if I do not have a position number (PS#) for a vacancy?

A: Call your Budget Analyst – contact information is included in this section of the guide.

Q: How do I request approval to create a position that is not on the Position Management Report?

A: Submit a Staff Requisition and select the Create New Position option for *Requested Action*. Use the comment section to explain in detail your request and where the funds identified for the new position is coming from.

Q: Do I need two Staff Requisition forms to create a position and assign someone to it?

A: No, you can transfer a person in to a new position with one Staff Requisition; just include notes about the changes that you are submitting in the *Notes to HR* section.

GLOSSARY OF TERMS

Employee ID: All employees (temporary and permanent) are assigned a 7-digit employee identification number for human resource and payroll purposes.

Full Time Equivalent (FTE): A 1.0 FTE is a full-time position. Anything less than 1.0 represents a proportion of full time. A .5 FTE is 50% of 1.0 FTE. Salaries are budgeted based on FTEs. For example, a .8 FTE teacher's salary is funded at 80% of a 1.0 FTE teacher salary. All permanent salaried full- and part-time staff positions funded through the school's/department's budget are assigned an FTE as part of the budget process.

Job Code: Job codes are 1-3-digit numbers used to categorize positions. A list of the frequently used job codes is included as an appendix.

Requisition: A requisition notifies the relevant department of a request. It is important to note that there are multiple requisition forms.

- The **Staff Requisition** is used for posting positions or transferring staff and is available on TalentEd and is routed through the Budget Office and the Human Resources Department.
- The **Professional Services Requisition** form is used to procure services from consultants, non-profit organizations, mental health agencies, social service agencies, and other professional or technical service providers.
- A **Standard Requisition Form** is used to purchase supplies or any other services. Both of these requisition forms are available on the CPS website and are submitted to the Purchasing Department.
- The **Travel Requisition Form** is used to request approval for travel as well as reimbursement for costs that will be incurred during that travel. This form can be found on the CPS website and is submitted to the Office of Curriculum & Instruction.

Position Management Reports: This report provides a list of permanent salaried positions, including the individual position's identifying information and funding source(s). This report is periodically sent to principals/administrators for their review. It is important that principals/administrators review this report for accuracy of information. This information is used to create the CPS annual salary budget.

Position Number (PS#): All budgeted positions are assigned a position number. This is a unique number that helps easily identify each school/department position for budget, position management, and human resource purposes. Position numbers are independent of individual employees and remain in use when someone leaves or moves to another position.

CONTACT INFORMATION

For questions regarding your Position Management Report or about individual positions, please contact:

Ivy Washington
Assistant Director, Budget & Financial Operations
iwashington@cpsd.us
(617) 349-6447

Joshua Collins
Senior Budget Analyst
jcollins@cpsd.us
(617) 349-4167

Patricia Rousseau
Senior Budget Analyst
prousseau@cpsd.us
(617) 349-6446

To gain access to and/or have questions regarding the TalentEd System, please contact:

Brittany Balocca
Confidential Secretary
bbalocca@cpsd.us
(617) 349-6438

For questions regarding the status of a job vacancy posting or about the CPS hiring process and procedures, please contact:

Human Resources
Cambridge Public Schools
(617) 349-6438

APPENDIX: FREQUENTLY USED JOB CODES

Job Code	Description
6	Aide-6
128	Aide-7
81	Assistant Principal
122	Cashier Intermittent Sub
467	Cashier/Cafeteria Helper
572	Clerk
727	Clerk Specialist
32	Custodian Jr 1
687	Early Literacy Interventionist
31	Guidance Counselor
732	Head of Kitchen/CRLS Station L
649	Home Visitor Aide
648	Hourly Instructional Aide
610	Instructional Support Coach
733	Intern
782	Interventionist
686	Literacy Coach
650	Lunchroom Aide Hourly
659	Math Coach
254	Occupational Therapist
55	Principal
73	Psychologist
529	Senior Clerk
595	Social Worker/Adjustment Counsel
260	Speech/Language Pathologist
41	Sr Custodian-4
670	Student Work Study-RSTA
289	Substitute - General
523	Substitute (Building Sub)
219	Substitute Day-to-Day
220	Substitute Extended Term (ETS)
88	Teacher
635	Teacher Library Media
83	Teacher Special Educator

APPENDIX: BUDGET CODES, Account Codes

Account Code	Description	Account Code	Description
Salaries and Wages			
51111	Administrator Salaries	51206	Temporary Clerical help (Agency)
51112	Teacher Salaries	51301	Overtime
51113	Custodial Salaries	51410	Attendance Incentive
51114	Food Service Salaries	51413	Longevity
51115	Clerical Salaries	51503	Grievance Payments
51116	Paraprofessional Salaries	51504	Workers Compensation Payments
51117	Other Full-Time Salaries	51710	Health Insurance
51118	Part-Time Aides Salaries	51720	Dental Insurance
51119	Building Substitute Teacher Salaries	51730	Pensions
51201	Temporary Salaries-Professional	51731	MTRB Pension
51202	Temporary Salaries-Student/Supp Staff	51750	Medicare
51203	Substitute Teachers Day-to-Day	51760	Clothing Allowance
51204	Extended Term Substitute Teachers	51770	Fringe Benefits
Other Ordinary Maintenance Accounts			
52102	Fuel	52420	Elevator Maintenance/Repairs
52103	Power/Electricity	52421	Sprinkler Services
52104	Natural Gas	52432	Maintenance-Water Filters/Clear
52105	Chemicals (Pool Supplies)	52440	Locksmith Services
52106	Gasoline	52701	Copier Leases and Services
52107	Diesel	52702	Facilities Rental
52401	Repairs and Maintenance-Services	52703	Equipment Rental
52403	Plumbing Services	52902	Moving Supplies/Services
52404	Roof Repairs	52903	Trash Disposal
52405	Flooring Supplies/Services	52904	Custodial Supplies/Cleaning Services
52406	Carpentry Services	52905	Extermination Services
52407	Brickwork/Masonry Supplies/Services	52999	Misc. Maintenance Services
52408	Electrical Services	53101	Professional & Tech Services
52409	Grounds/Fencing Supplies/Services	53102	Legal Services
52410	Painting Services	53104	Engineering Services
52411	Window/Glass Supplies/Services	53106	Fees
52412	HVAC Contracted Services	53107	Professional Development Contract
52413	Energy Management Services	53201	Tuition to Other Schools
52414	Radio Services	53301	Student Transportation
52416	Fire Alarm Services	53302	Field Trips (including Expenses)

52419	Computer Equipment Services	53402	Telephone
Account Code	Description	Account Code	Description
Other Ordinary Maintenance Accounts <i>continued</i>			
53403	Advertising	54320	Elevator Supplies
53404	Reproduction/Printing	54321	Equipment Maintenance
53405	Postage	54399	Miscellaneous Maintenance Supplies
53802	Environmental Services	54802	Motor Vehicle Supplies
53803	Security Services	54803	Gasoline & Fuel
53804	Athletic Services	54902	Food Supplies
53805	Unemployment Benefits	54903	Non-Food Supplies
53806	MBTA/Transportation	55101	Education Technology/Hardware
53807	Insurance	55102	Testing Materials
53808	Interpreters/Translations	55103	Instructional Materials
53809	Lead Insp. Risk Assessment	55104	Athletic Supplies
54201	Office Supplies	55106	Textbook, Book & Periodicals
54303	Plumbing Supplies	55107	Instructional Services
54304	Roof Supplies	55118	Instructional Equipment (staff)
54305	Floor/Tiles Supplies	55119	Instructional Hardware (students)
54306	Carpentry Supplies/Door Supplies	55201	Medical/Surgical Supplies/Services
54307	Brickwork Supplies	55802	Computer Supplies
54308	Electrical Supplies	55803	Graduation Services/Ceremonies
54309	Grounds/Fencing Supplies	55804	Computer Software
54310	Painting Supplies	55806	Miscellaneous
54311	Window Supplies	55808	Indirect Costs
54312	HVAC Supplies	55814	Scholarship Payments
Travel and Training Accounts			
57101	Business Travel (In City)	57202	Seminar/Conf/Training (Out of State)
57103	Seminar/Conf/Training (In City)	57301	Dues, Subscription, Memberships & Affiliations (non-instructional)
57104	Seminar/Conf/Training (In State)		
57105	Workshop/Prof Dev Stipends	57601	Court Judgments/Damage Settlements
57106	Tuition Reimbursement	57602	Lump Sum Settlements, Worker's Comp
57107	Participant Incentives	57604	Employee Medical Services/Exp (W/C)
57108	Workshop/Prof. Dev. Facilitators		

Account Code	Description	Account Code	Description
Extraordinary Expenditure Accounts			
58501	Capital Equipment/Furniture	58810	Painting
58502	Computer Network/Telecomm	58811	Windows
58504	New Equipment/Motor Vehicle	58812	Ceilings
58550	Computer Hardware	58813	Asbestos Removal
58803	Plumbing	58814	Insulation Projects
58804	Roofs	58815	Plumbing
58805	Floors	58816	Boilers
58806	Doors & General Carpentry	58817	Energy Controls
58807	Brickwork/Masonry	58818	HVAC
58808	Electrical	58819	Security Systems
Extraordinary Expenditure Accounts-Fixed Assets Capital Projects			
58802	Clerk of Works	58930	Demolition Costs
58901	Fixed Assets (CIP) Summary	58935	Architectural Services
58905	Preliminary Design Services	58936	Legal Services
58910	Final Design Services	58940	Project Management
58915	Construction Supervision	58945	Surveys/Test
58920	Construction	58950	Contingency
58925	Engineering	58990	Retainage

APPENDIX: BUDGET CODES, Fund Codes

Fund Code	Description
General Fund	
15000	School Department General Fund
15001	School Department Fund-Prior Year
Revolving Fund	
24000	School Department Revolving Fund
24100	School Department/Food Services Revolving Fund
24300	School Department/Childcare Revolving Fund
24500	School Department/Facilities Revolving Fund
Grant Fund	
25000	School Department Grant Fund
Capital Fund	
31200	School Department Capital Fund

APPENDIX: BUDGET CODES, Department (AU) Codes

Dept Code	Description	Dept Code	Description
Elementary Schools		Upper Schools	
810	Baldwin School	806	Rindge Ave Upper School
813	Haggerty School	807	Cambridge St Upper School
815	Amigos School	808	Putnam Ave Upper School
817	King School	809	Vassal Lane Upper School
818	King Open School		
		Secondary Schools	
820	Morse School		
821	Peabody School	830	Cambridge Rindge & Latin School
823	Tobin School	831	Learning Community C (CRLS)
824	Fletcher/Maynard Academy	832	Learning Community R (CRLS)
825	Graham & Parks School	833	Learning Community L (CRLS)
827	Kennedy/Longfellow School	835	Learning Community S (CRLS)
828	Cambridgeport School	836	High School Extension Program
		873	Rindge School of Technical Arts (RSTA)
Curriculum/Learning Support Departments			
		Operations and Business Service Departments	
840	English Language Arts		
841	Primary Education	865	Student Registration Center
842	Science	867	Safety & Security
843	History & Social Science	871	Central Maintenance
844	World Language	880	Purchasing/Accounts Payable
848	Mathematics	881	Payroll
849	Athletics	882	Food Services
850	Office of Student Services (tuition)	883	Facilities Management
851	Educational Technology	885	Transportation
852	Office of Student Services	892	Information Communications & Technology Services (ICTS)
853	Visual & Performing Arts		
854	Library Media Services		
858	English Language Learner Programs		
859	Title 1		
860	Health & Physical Education		
862	Home Based Program		

Dept Code	Description	Dept Code	Description
School District Management Offices			
868	Office of Curriculum & Instruction	894	Chief Operating Officer
869	Office of Elementary Education	895	Chief Financial Officer/Budget
886	Legal Counsel	896	Superintendent of Schools
890	Family Engagement & Communication	897	School Committee
891	School Support	898	Human Resources
893	Deputy Superintendent of Teaching & Learning	899	Fixed Assets/System-wide Accounts

APPENDIX: BUDGET CODES, Program Codes

Program Code	Description	Program Code	Description
Elementary		Secondary	
104	Wraparound Zone Preschool	210	Language Arts
105	Montessori Early Childhood	212	Math
106	Montessori Elementary Instruction	214	Science
109	Home-Based Early Childhood Education	216	History & Social Science
110	Kindergarten	217	Educational Technology
111	Intervention	218	World Language
115	Basic Skills Instructional	220	AVID
117	Computer Education	222	Art
119	Literacy Coordinator	224	Music
120	Science	226	Physical Education
121	Math Coach	228	ESL Support
124	World Language	232	Day Care Program
126	Physical Education	234	Health and Safety
128	Art	238	Dramatic Arts
129	Dramatic Arts	240	Visual & Performing Arts-General
130	Music	242	Guidance
131	Sheltered English Immersion (SEI)	244	Library Media
132	Dual Language	246	Student Services
133	ESL Support	248	Cambridge Partners
137	Health and Safety Education	249	Parent Support Services
138	Reading	250	General Instructional Support
142	Library Media	252	School Management & Supervision
144	Student Support Services	255	School Improvement Plan
145	Nursing Services		
147	Extended Day		
148	General Instructional Support		
149	Parent Support Services		
150	School Management & Supervision		
155	School Improvement Plan		
Rindge School of Technical Arts (RSTA)			
253	General Instructional Support	274	Carpentry
254	Management and Supervision	276	Computer Programming
257	Business Education	277	Early Education
258	Information Technology	278	Health Assisting
259	First Works	279	Culinary Arts
260	Auto Mechanics	281	Technology Education
261	Creative Design	282	Engineering
262	Printing & Reproduction	288	Career Counseling
270	Bio Technology	290	Cooperative Education
272	Media Technology		

Program Code	Description	Program Code	Description
Special Education		Curriculum & Learning Support	
310	Home Instruction & Tutoring	410	Summer School
315	OT/PT	432	Summer Program
320	Speech/Language	620	General Curriculum Support
325	Behavior Management	621	Science Administration
330	Academic Strategies Support	622	Physical Education Administration
340	Self-Contained Instruction (10 month)	626	English Language Learner Administration
341	Self-Contained Instruction (11 month)	627	Library Media Administration
355	Related Services	628	Language Arts Administration
360	Mental Health/Diagnostic	629	History & Social Science Administration
365	Team Chairs	630	Teachers Resource Room
370	Adaptive/Assistive Technology	631	Cable Television
372	Day Tuition	633	World Language Administration
374	Residential Tuition	635	Mathematics Administration
375	Management & Supervision	637	Education Technology Administration
380	Advanced Learning	642	Primary Education Administration
385	Summer Program	650	Out-of-School Time (OST)
390	Sp.Ed. Parent Advisory Council (SEPAC)	651	Title 1 Program Administration
395	Pre-School Education (10 month)	652	Visual & Performing Arts Administration
396	Pre-School Education (11 month)	660	Staff Development
		670	Grants Development
Operations		815	Research, Evaluation & Assessment
730	Food Services	816	Strategic Planning
740	Plant Maintenance/Operations	817	Equity/Cultural Proficiency
745	Custodial Operations	820	Curriculum Review & Implementation
747	Plant Maintenance Projects	901	Athletics
750	Transportation-Regular Bus		
755	Transportation-Special Education (In-City)		
760	Transportation-Special Educ (Out of City)		
770	Safety and Security		
893	Family Resource Center		
Administration			
710	Purchasing	850	Chief Operating Officer
715	Accounting & Budgeting	860	Chief Financial Officer
720	Payroll	865	Legal Services
725	Accounts Payable	870	Superintendent of Schools
780	Information Technology	871	Asst Supt Management
810	Family Engagement & Communications	880	School Committee
835	Human Resources	890	Affirmative Action
837	System-wide Employee Benefits	895	Debt Services
840	Deputy Superintendent Administration	898	System-wide Accounts