

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Proposed Organizational Change – Board Office  
**Date:** July 8, 2002

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**Recommended Action:**

1. Approve an organizational change in the Board Office as shown on Attachment A.
2. Approve the Board Office Professional and Scientific (P&S) classification of Assistant Director, Administration in pay grade 4 (Attachment B).
3. Approve revisions to positions descriptions as outlined below.

**Executive Summary:**

Board Office  
administrative  
functions  
consolidated

- A variety of administrative assistants now report to the Executive Director.
- The administrative assistant position now held by Carolyn Stockdale would be re-cast as an assistant director for administration and the administrative assistants reporting to the Executive Director would report to her.
- Under the proposal, the Information Technology Specialist position would report to Assistant Director Stockdale.

Communications  
Specialist

- A new position of Regent Communications Specialist in the University of Iowa P&S classification system will provide expertise to the Board and Board Office. (Docket item SUI A-6)
  - The proposed organizational structure for the Board Office is shown in Attachment A.
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**Background:**

Current organization of administrative functions

The Executive Director has reporting to him, in addition to unit directors, positions as follows:

- Administrative Assistant – To Executive Director (Stockdale)
- Administrative Assistant – Minutes (Briggle)
- Administrative Assistant – Accounting (Schnell)
- Receptionist (Muldoon)

Administrative functions consolidated

- The proposal would re-cast the position held by Ms. Stockdale to be an Assistant Director, Administration with responsibility for supervision of the minutes, accounting, and receptionist functions presently reporting to the Executive Director.

Information technology moved

- In addition, the Information Technology Specialist (Dianne Smith) would be moved from reporting to Director Wright to reporting to Assistant Director Stockdale and the proposed new position of Regent Communications Specialist (see below) would report to Assistant Director Stockdale.

Coordination of unit administrative assistants

- The Assistant Director, Administration will also have a shared responsibility with unit directors for administrative assistants who provide support services to the various Board Office units. The Assistant Director, Administration in this capacity will ensure that work loads are balanced when an administrative assistant is absent or a given unit has a particularly heavy work load.

Pay grade assignment

- The new Assistant Director, Administration position, through application of the job evaluation instrument in compliance with the state laws on comparable worth, would be placed in pay grade 4 (\$47,393 - \$71,089) in the Board Office P&S classification system.

Communications specialist

The Board and Board Office have identified a need for a position to create and to implement communications plans and products for the Board and Board Office and to assist in coordination of communications plans with similar positions at the Regent institutions.

- The Regent Communication Specialist position has been developed in the University of Iowa's P&S classification system in pay grade 10 (\$39,118 - \$72,574) to provide these services.
- The Board Office anticipates the appointment of a Regent Communications Specialist during the 2002-03 fiscal year and that position would also report primarily to the Assistant Director, Administration, and also to the Executive Director on some specific projects.

Minutes and Board inquiries The duties of the Administrative Assistant – Minutes will be expanded to include more specific duties relating to the preparation of the docket, Board meeting arrangements, and interactions with the Board President and other Board members. The position will report to the Assistant Director, Administration rather than the Executive Director. The position remains in pay grade 2 (\$34,037 - \$51,055) of the Board Office P&S classification system.

Accounting The duties of the Administrative Assistant – Accounting have been revised to reflect changes in work over the past several years, including changes made by the state in pre-audit responsibilities. The position will report to the Assistant Director, Administration. The position, filled as three-fourths of a full time equivalent, will remain in pay grade 2 (\$34,037 - \$51,055) of the Board Office P&S classification system.

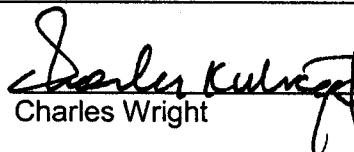
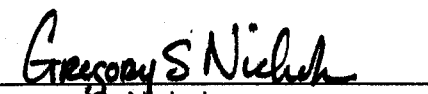
Information technology The Information Technology Specialist position will be revised to reflect the relationship with the new position of Regent Communications Specialist. Its duties will be expanded to include all Board Office communications systems. The position will report to the Assistant Director, Administration. The position will remain in pay grade 7 (\$30,896 - \$57,304) of the University of Iowa P&S classification system.

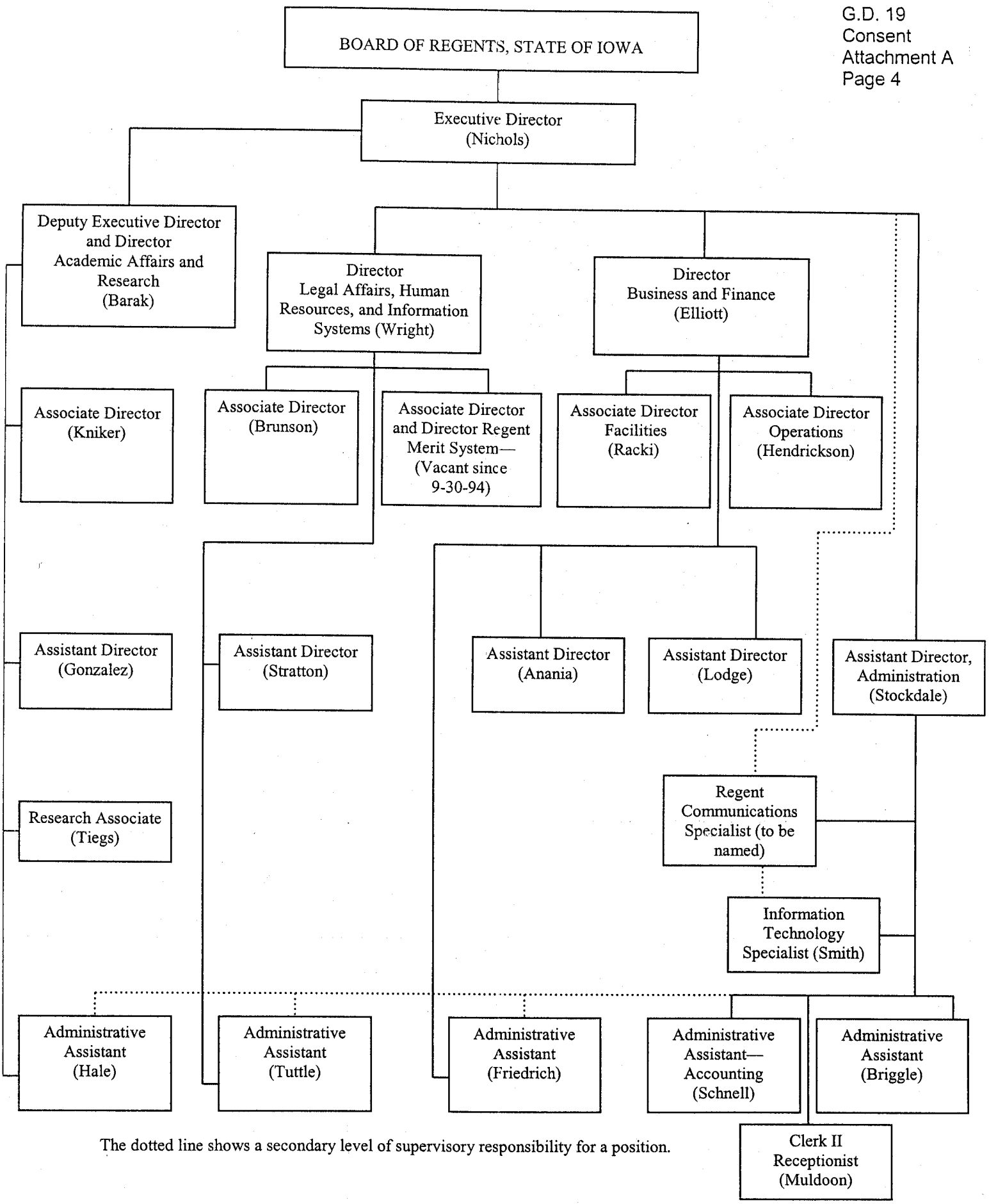
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**Analysis:**

- Consolidation of administrative functions
- There are too many positions involving administration of the Board Office requiring detailed supervision reporting directly to the Executive Director.
  - The proposed change in the organization of the Board Office relieves the Executive Director of this day-to-day detailed supervision of administrative support staff by providing an assistant director position reporting to the Executive Director to supervise these administrative functions. It also consolidates supervision of administrative functions in one position, an Assistant Director, Administration.
- Communications specialist
- The proposed Regent Communication Specialist will provide the Board and the Board Office with professional support for internal and external communications which while greatly needed have not been met in the recent past.
  - The proposed organizational changes provide a more efficient and effective operation for the Board Office in its service to the Board, the Regent institutions, the State, and the people of Iowa.

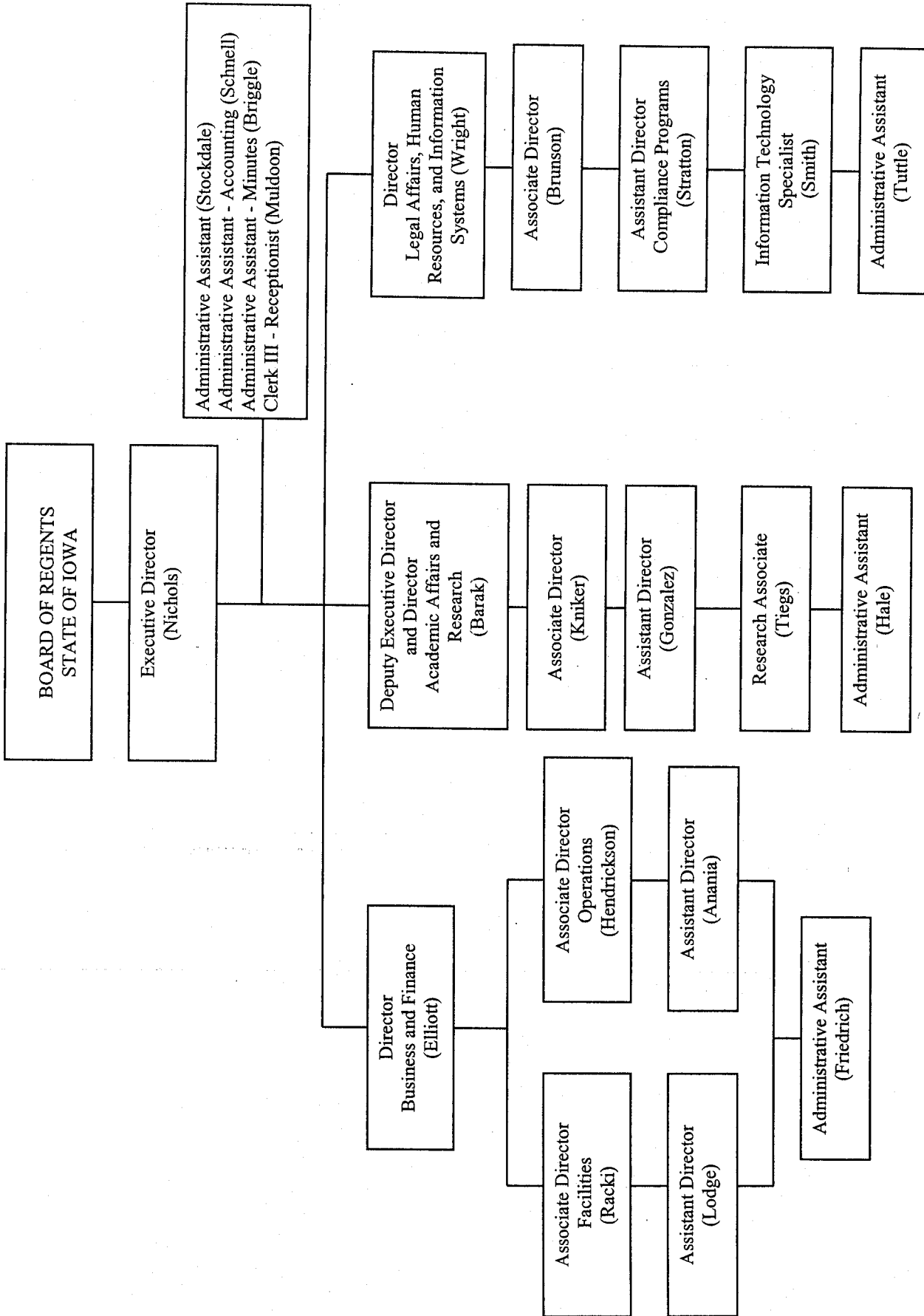
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 Approved:   
Charles Wright Gregory S. Nichols



The dotted line shows a secondary level of supervisory responsibility for a position.

# ORGANIZATIONAL STRUCTURE



**BOARD OF REGENTS, STATE OF IOWA**  
**BOARD OFFICE**  
**PROFESSIONAL AND SCIENTIFIC SYSTEM**

**TITLE:** ADMINISTRATIVE ASSISTANT DIRECTOR OF ADMINISTRATION  
**GRADE:** 42

**PAY**

**BASIC FUNCTION AND RESPONSIBILITY:**

Under direction from the Executive Director provides confidential ~~secretarial~~ administrative support involving frequent contact with institutional administrators, members of the Board of Regents, and administrators of state government agencies, and performs general administrative duties, acts as liaison between office professional and support staffs, and provides supervision of office ~~clerical~~ support staff. Manages and coordinates the administrative and communications functions of entire office.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES:**

1. Serves as confidential ~~secretary~~ assistant to the Executive Director; stays informed of major issues affecting Board, institutions and Board Office, screens telephone calls, visitors and incoming correspondence; responds to inquiries concerning office policies and/or procedures; determines which inquiries and/or requests should be referred to the Executive Director or other offices; and completes tasks as required or directed.
2. Summarizes content of incoming materials; identifies items requiring immediate attention; assembles and affixes same with background sources (e.g. pending correspondence, prior related reports, etc.); prepares or directs preparation of data required for the handling of inquiries and/or requests; and refers routine materials as directed by the Executive Director ~~as required~~.
3. Composes and signs for the Executive Director correspondence relating to routine administrative and general office policies as required or directed; maintains Executive Director's calendar (e.g. makes appointments, schedules meetings, arranges for meeting room, etc.) as instructed; and organizes and maintains the Executive Director's daily work files and; confidential materials, ~~and general office filing systems.~~

The tasks listed under Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated to the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

4. Arranges for Executive Director's out-of-town travel; checks transportation schedules; completes travel and lodging reservations; requisitions and processes registration/fee payment materials, travel expense reimbursement requests, etc.
5. Anticipates and prepares materials required by the Executive Director for conferences, correspondence, appointments, meetings, telephone calls, etc; prepares or directs preparation of regularly scheduled and special requested reports, summaries, etc.; and selects and compiles data from reports, documents, correspondence and other offices.
6. ~~Researches and prepares and/or reviews~~ Ensures that prepared materials (e.g. reports, correspondence, etc.); ~~ensures~~ are reviewed for consistency and conformance with Executive Director's direction, established procedures, etc.; assures proper clearances have been obtained; ~~advises as to conditions in question (e.g. departure from policies, Executive Director's viewpoints, etc.);~~ assists in the resolution of same; and arranges for release and/or distribution of approved documents.
7. ~~Provides oversight of the Board meeting process, including development of the monthly agenda, docket preparation, transportation arrangements, web posting, media advisories, Prepares monthly agenda for Board of Regent meetings and arranges monthly travel arrangements and hotel accommodations for all Regents and Board Office staff. In addition to travel and hotel arrangements, secures meeting location and coordination of~~ es meals, meeting rooms, audio/visual requirements, etc. for Board meetings held at locations other than at the universities and special schools.
8. Preaudits all items entered into State of Iowa IFAS system for accuracy. Checks financial postings for compliance with guidelines established by the Department of Revenue and Finance.
9. ~~Directs Board Office accounting functions and budget development. Monitors the Board Office budget.~~
109. ~~Ensures appropriate support is provided to the Works with the President of the Board of Regents and other Regent members under direction of Executive Director,; schedules meetings and conference calls, drafts correspondence, and coordinates various projects among the three units at the Board Office.~~
11. ~~Provides coordination and oversight of the information technology system of the Board Office.~~
12. ~~Provides coordination and oversight of the communications/public relations system of the Board Office, including constituent letters, media advisories, etc.~~

13. Directs the maintenance of the Regent Policy Manual, the Board Office Policy Manual, and the office filing and record management system.
14. Maintains centralized records of staff training completed.
1510. Supervises and evaluates work of the office receptionist. Provides oversight and guidance to receptionist, administrative assistants, (minutes and accounting), communication specialist, and information specialist. Coordinates with unit staff the supervision and evaluation of unit administrative assistants. Monitors the work loads and coordinates work schedules of the office support staff.
161. In absence of Executive Director, assists the Deputy Executive Director, as requested, in coordinating activities among units.
172. Other duties as assigned.

**SUPERVISION RECEIVED:**

Direction provided by the Executive Director.

**SUPERVISION EXERCISED:**

- Provides administrative supervision to Supervises the Board Office receptionist, provides oversight to administrative assistants, (minutes and accounting), and information specialist.
- Provides administrative supervision, in conjunction with the Executive Director, to the communications specialist.
- Assists in supervision of and jointly supervises the unit administrative assistants for purposes of balancing overload work and coordinating work schedules.

**QUALIFICATIONS:**

A bachelor's degree in a relevant field and at least five years administrative experience including supervisory responsibilities; or any combination of post-secondary education and experience which provides comparable skills, knowledge and abilities; or equivalent experience.

**REVISION EFFECTIVE:** *August 10, 1999* July 1, 2002