



HR Update: Pay Plan

April 27, 2026

Instruction Department

Pay Plan Updates: Instruction Department Restructuring to Support and Increase Advanced Learning Opportunities

The department is realigning existing, budgeted positions to better support expanded K–12 advanced learning pathways, including middle-school high-school credit courses, dual enrollment, advanced placement (AP), and oversight of IB, gifted, and specialty programs by strengthening program alignment and oversight with no increase in staffing.

These changes involve the realignment of existing, currently budgeted positions and **do not result in the creation of any new FTE positions and minimal compensation increases.**



Pay Plan Updates: Instruction Department

Position Adjustments – Budget Neutral

Action	Current Title	New Title
Title Change	Coordinator of Online Learning	Coordinator of Advanced Learning
Title Change	Program Coordinator (Gifted)	Advanced Learning Specialist (K-8)
Title Change	Grant Coordinator/Writer	Coordinator of Grants and Instructional Engagement

Position Adjustments – Additional Funding Required (Costs Covered by Additional Attrition)

Action	Current Title	New Title	Grade Update	Days Update
Convert (1) Existing	On-line Learning Specialist	Coordinator of Virtual Learning	Grade 25 to Grade 27	No Change
Convert (1) Existing	Program Coordinator (SOA)	Specialty Program Administrator	No Change	207 Days to 210 Days
Convert (1) Existing	Program Coordinator (IB)	Advanced Learning Specialist (9-12)	No Change	207 Days to 210 Days

Information Technology Department

Pay Plan Updates: IT Department Restructuring to Strengthen Cybersecurity and Instructional Tech Support

The Information Technology Department is restructuring to align existing, budgeted roles with the growing complexity of the division's technology environment, including cybersecurity demands, expanded cloud services, increased device management, and rising expectations for reliable instructional technology support.

This reorganization improves functional specialization, leadership focus, and service delivery while realigning existing positions, titles, and compensation with **no increase in staffing levels or budget.**



Pay Plan Updates: IT Department

Position Adjustments – Budget Neutral

Action	Current Title	New Title	Grade Update	FLSA Update
Collapse (1) Existing	Assistant Supervisor of Computer Maintenance	---	----	----
New Position	---	Technology Services and Training Supervisor	Grade 21	Exempt
Convert (3) Existing	Computer Support Technician II	Computer Support Area Supervisor	Grade 19 to Grade 21	Non-Exempt to Exempt
Convert (1) Existing	Assistant Manager of Network and Systems Administration	Assistant Manager of Endpoint & Academic Technology Support	Grade 31 to Grade 30	No Change
Convert (1) Existing	Programmer Analyst, Senior	Assistant Manager of Applications Support	Grade 28 to Grade 30	No Change
Convert (1) Existing	Logistics Support Technician	Lead Logistics Support Technician	Grade 19 to Grade 21	No Change

Pay Plan Updates: IT Department

Position Adjustments – Budget Neutral (Continued)

Action	Current Title	New Title
Title Change	Manager of Projects and Logistics Support	Manager of Cybersecurity and Network Operations
Title Change	Manager of Enterprise Support and Network Services	Manager of Enterprise Systems and Logistics Operations
Title Change	Manager of Systems Administration	Manager of Endpoint and Academic Technology Support
Title Change	IT Help Desk Technician I	Technology Services and Training Specialist I
Title Change	IT Help Desk Technician II	Technology Services and Training Specialist II
Title Change	Copy Shop Operator, Lead	Print Operations Lead
Title Change	Reprographics Clerk	Print Operations Assistant
Title Change	Energy Educator and Facility Analyst	Facility and Energy Sustainability Analyst

Human Resources Department

Pay Plan Updates: HR Department Role Update to Reflect Evolving Systems and Processes

The HR Department is updating an existing role to reflect the evolution of responsibilities following the implementation of the HRIS system two years ago.

This change involves the realignment of existing, current positions and **do not result in the creation of any new FTE positions and minimal compensation increases.**

Pay Plan Updates: HR Department

Position Adjustments – Additional Funding Required (Costs Covered by Additional Attrition)

Action	Current Title	New Title	Grade Update	FLSA Update
Convert (2) Existing	Human Resources Technician	HR Operations Analyst	Grade 14 to Grade 17	No Change

Finance Department

Pay Plan Updates: Finance Department

The Finance Department is updating existing positions to better align titles and compensation with the duties currently being performed. The Budget and Financial Analyst position is being retitled to Budget and Financial Analyst II based on findings from the quadrennial review, while the Grant Accounting Analyst position is being retitled to Grant Accounting Analyst II in response to departmental growth and expanded responsibilities.

These changes involve the realignment of existing, currently budgeted positions and funds within the Finance Department and minimal compensation increases.

Pay Plan Updates: Finance Department

Position Adjustments – Budget Neutral

Action	Current Title	New Title
Title Change	Budget and Financial Analyst	Budget and Financial Analyst II

Position Adjustments – Additional Funding Required (Costs Covered by Additional Attrition)

Action	Current Title	New Title	Grade Update	FLSA Update
Convert (1) Existing	Grant Accounting Analyst	Grant Accounting Analyst II	Grade 19 to Grade 21	No Change

Position Adjustments – Additional Funding Required (Costs Covered by Program Revenue)

Action	Current Title	New Title	Grade Update	FLSA Update
New Position	---	Medicaid Program Coordinator	Grade 17	Non-Exempt

Student Services Department

Pay Plan Updates: Student Services Department

The Student Services Department is updating existing roles to align with revisions to Virginia Code (22.1-253.13:2 – Effective July 1, 2026) and updated state accountability and residency requirements that emphasize attendance support, truancy intervention, dropout prevention, and chronic absenteeism as key measures of school performance. The adjustments realign existing roles to strengthen oversight of attendance, enrollment, and residency compliance while ensuring timely, targeted support for students at risk of absenteeism or non-graduation.

These changes involve the realignment of existing, currently budgeted positions and funds within the Student Services Department and minimal compensation increases.



Pay Plan Updates: Student Services Department

Position Adjustments – Budget Neutral

Action	Current Title	New Title
Title Change	Coordinator of Enrollment and Attendance	Coordinator of Attendance and Student Support

Position Adjustments – Additional Funding Required (Costs Covered by Additional Attrition)

Action	Current Title	New Title	Grade Update	FLSA Update
Convert (1) Existing	Community Outreach Coordinator	Coordinator of Enrollment and Residency	Grade 25 to Grade 27	No Change

Position Adjustments – Additional Funding Required (Costs Covered by Sufficient School Nutrition Fund)

Action	Current Title	New Title	Grade Update	FLSA Update
New Position	---	Supervisor of School Nutrition Programs	Grade 24	Exempt

Total Budgetary Adjustments

Total Budgetary Adjustments

	Operating Budget	Operating Budget Neutral	
Department	Covered by Additional Attrition	School Nutrition Fund	Supported by Program Revenue
Finance	\$8,160.00		\$52,815.00
Human Resources	\$12,292.00		
Information Technology	(\$3,772.00)		
Instruction	\$11,985.00		
Student Services	\$8,000.00	\$74,315.00	
Net Operating Budget Impact	\$36,665.00		
Total Additional Operating Budget Impact Results in at least \$3,772 Savings due to Attrition, Current Sufficient Fund Balance and Program Revenue			



HR Update

Questions?