

# PROFESSIONAL EXPERT PROGRAM

References: Education Code §45256 (b5)  
Education Code §45103.1  
Personnel Commission Rule 3.1.5

## **Employment of a Professional Expert**

Professional Experts may be hired for limited term assignments. This process is often used when the person that you want to hire for a short term does not meet the IRS' independent contract criteria but possesses a specialized background. To hire a Professional Expert, the supervisor must submit a *Personnel Control Form* to the Personnel Commission Office. The proposed Professional Expert must complete a Classified Employee Application Form. If approved, the Human Resources Department will contact the Professional Expert employee to schedule pre-employment processing (e.g., TB test, fingerprinting, etc.). Since the employee is legally required to have a background check and pass a TB test before starting work, please plan for that processing time.

## **Definition of "Professional Expert"**

To determine if someone is a Professional Expert, the specific situation must be taken into context. A Professional Expert should have some unique or greater education/experience than that required of our regular classified service and that the work to be performed is unique or special (i.e., not commonly found in the Classified Service).

A request to hire a person with advanced degrees, honors, licenses, peer recognition who will perform duties associated with such a background for a short period of time should be quickly processed with minimal administrative effort.

## **Definition of "Limited-Term"**

Professional Experts may be hired for a "limited-term" project (i.e., the total number of hours a Professional Expert may work must not exceed ninety (90) working days for the current fiscal year). A supervisor may request an extension of an additional ninety (90) working days during the current fiscal year by submitting a *Personnel Control Form*. It is the supervisor's responsibility to monitor the number of days the expert is employed and if you expect his/her employment will need to be extended, please submit an extension request to the Personnel Commission Office at least two weeks before the original ending date. Professional Experts can work on one project only and are not meant to circumvent the hiring of regular employees.

## **Selection/Diversity**

Not only are we subject to federal equal employment opportunity laws, but also it is incumbent upon us to use good business practices when selecting people to meet our needs. Therefore, it is critical that you initially identify your objective, job related criteria; use effective recruitment techniques so that you will be able to hire the best qualified; and select employees who reflect the cultural/ethnic diversity of our community. Employment practices and selection statistics are regularly monitored. Also, if such projects are ever turned into regular positions, the Professional Expert

pool becomes the logical place from which to begin recruitment. If you need assistance with recruiting, please contact the Personnel Commission Office.

### **Salary Determination**

The salary that you wish to offer to the Professional Expert depends on a variety of factors e.g., fund availability, grant/legal requirements, meeting minimum qualifications, expert's training/background, field of expertise. As a result, it is your responsibility to identify the specific rate of pay as long as it is within the salary range assigned to the designation. No retroactive salary increases will be allowed.

### **Transition to the Merit System**

"Limited-term" projects occasionally turn into on-going projects. If such occurs, a transition will be needed to go from non-classified to the regular merit system. In such cases, the Professional Expert would have to apply, test and be referred along with other candidates in order to be considered for appointment.

### **Summary**

The Professional Expert designations and salary ranges are listed below and are also listed on the Personnel Commission's home page: <http://www.smmusd.org>. We are here to assist you in meeting your program needs as expeditiously as possible. If you need assistance with this program, please contact the Personnel Commission Office.

The three (3) broad series of designations used for Professional Expert assignments include:

## ADMINISTRATIVE SPECIALIST SERIES

Title	Salary Range	Salary
Administrative Specialist I	1	\$10.00-\$20.00
Administrative Specialist II	2	\$30.00-\$50.00
Administrative Specialist III	3	\$60.00-\$80.00

Summary of Duties: Performs a variety of administrative functions, which may include specialized projects in areas such as marketing, finance, human resources, budgets, facilities, contracts, law, or other highly specialized fields or related areas.

Any combination of experience and education:

Minimum Qualifications: Administrative Specialist I - Associate or Bachelor's degree in the specified field and one (1) year of specialized experience in that particular field or program.

Administrative Specialist II - Associate or Bachelor's degree in the specified field and three (3) years of specialized experience in that particular field or program.

Administrative Specialist III - Associate or Bachelor's degree in the specified field and more than three (3) years of specialized experience in that particular field or program.

## EDUCATION SPECIALIST SERIES

Title	Salary Range	Salary
Education Specialist I	1	\$10.00-\$20.00
Education Specialist II	2	\$30.00-\$50.00
Education Specialist III	3	\$60.00-\$80.00

Summary of Duties: Performs a variety of specialized functions, which may include program administration/advisement, specialized training, community outreach/development, or other related duties in a variety of educational or other highly specialized fields or related areas.

Any combination of experience and education:

Minimum Qualifications: Education Specialist I - Associate or Bachelor's degree in the specified field and one (1) year of specialized experience in that particular field or program.

Education Specialist II - Associate or Bachelor's degree in the specified field and three (3) years of specialized experience in that particular field or program.

Education Specialist III - Associate or Bachelor's degree in the specified field and more than three (3) years of specialized experience in that particular field or program.

## **TECHNICAL SPECIALST SERIES**

Title	Salary Range	Salary
Technical Specialist I	1	\$10.00-\$20.00
Technical Specialist II	2	\$30.00-\$50.00
Technical Specialist III	3	\$60.00-\$80.00

Summary of Duties: Performs a variety of specialized functions, which may include music training, program development, client liaison in technical fields such as computers, networks, health, library, television productions, social work/counseling or other highly specialized fields or related areas.

Any combination of experience and education:

Minimum Qualifications: Technical Specialist I - Associate or Bachelor's degree in the specified field and one (1) year of specialized experience in that particular field or program.

Technical Specialist II - Associate or Bachelor's degree in the specified field and three (3) years of specialized experience in that particular field or program.

Technical Specialist III - Associate or Bachelor's degree in the specified field and more than three (3) years of specialized experience in that particular field or program.