

School Board Agenda Item CC-2
November 3, 2015

Executive Summary

Proposed New Job Description for the Security Clearance Clerk Position

Background: This item is being recommended for School Board adoption to meet requirements for new job description.

Position Title: Security Clearance Clerk

Division/Department: **Chief of Staff**

Pay Grade: **15** Range: **\$31,292.98 - \$47,968.70** Point Range: **420 - 449**

Salary Schedule: **2014-2015 Federation of Public Employees (FOPE) Clerical Salary Schedule**

Recommended Policy Status: Non-Chart Job Description - **Final** Reading

Rationale: Approval of the new job description for the Security Clearance Clerk position is recommended in order to better align the job responsibilities to the needs of the department. The Job description resulted from a position audit that was conducted in response to a grievance filed by employees within the Security Clearance Unit.

Prior to the recommendation to the School Board for approval, the appropriate representatives from the Federation of Public Employees (FOPE) were provided a copy of the job description for review. Additionally, no negative feedback was received prior to submission of this document for approval.

The position occupied by employees.

Cost: There is an additional financial impact to the District of \$21,166.