

School Board Agenda Item CC-3
November 3, 2015

Executive Summary

Proposed Revised Job Description for the Leadman, Electronic and Business Machines Equipment Position

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

Position Title: Leadman, Electronic and Business Machines Equipment

Division/Department: Chief Information Officer

Pay Grade: N/A **Range:** \$26.22/Hr-\$31.61/Hr. **Point Range:** N/A

Salary Schedule: 2014-2015 FOPE Maintenance & Operations Trades Salary Schedule

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

Rationale: Revisions to the job description for Leadman, Electronic and Business Machines Equipment are recommended in order to better align the job description with the needs of the department and increase the pool of qualified applicants. The current job description contains language in the Special Requirement section specifying “commercial” driver’s license as a requirement for the job. This position does not require a commercial driver’s license since the vehicles utilized by incumbents in this position do not exceed 26,000 pounds in gross weight. There are a few other job descriptions with the CDL License requirement that are currently being reviewed at the request of other departments.

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 is vacant and will follow the standard advertising and selection process.

Cost: There is no additional financial impact to the District.