

Exhibit 1

School Board Agenda Item CC-1
September 20, 2016

Executive Summary

Revised Job Description for the Purchasing Agent Specialist (County) Position

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

Position Title: Purchasing Agent Specialist (County)

Division/Department: Chief Strategy & Operations Officer

Pay Grade: 18 **Range:** \$39,636 - \$60,752 **Point Range:** 510-529

Salary Schedule: 2015-2016 Federation of Public Employees Secretarial/Clerical Unit (FOPE)

Recommended Policy Status: Non-Chart Job Description – **First** Reading

Rationale: The job description for the Purchasing Agent Specialist (County), is being revised to update current required minimum qualifications, job responsibilities and performance expectations of the position. The modifications to the job description will attract a more diverse pool of applicants with procurement experience who may qualify for this position.

The goal of the Purchasing Agent Specialist (County) position, is to assist the Purchasing Agent in developing the appropriate procurement documentation and ensure the standardization of processes regarding all bid and Purchase Order documents within the Procurement Department.

Revisions of the job description do not impact the pay grade or salary range of the position. Current vacant positions will adhere to the standard advertising and selection process.

Prior to the recommendation to the School Board for approval, the representative from the FOPE - Clerical Unit was provided a copy of the job description for review and feedback. Additional feedback was received and reviewed with Union Representative prior to submission of this document for approval.

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