

Exhibit 1

School Board Agenda Item CC-3

December 5, 2017

Executive Summary

Proposed Revised Job Description for the Library Media Clerk Position

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

Position Title: **Library Media Clerk**

Division/Department: **Office of School Performance & Accountability**

Pay Grade: 12 Range: \$26,839 - \$41,144

Salary Schedule: **2016-2017 FOPE Secretarial / Clerical Unit**

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

The job description for the Library Media Clerk is being revised to ensure job duties and minimum education and experience requirements align with the expected scope of work. Specific revisions include minor edits to existing performance responsibilities and removal of the Computer Keyboard Skills exam.

Rationale for requesting removal of the typing test: While clerical staff are required to perform typing as part of their job, the need to complete typing assignments within a designated amount of time is not typical. Additionally, technology enhancements over the years include word processing applications with spell-check and grammar correction functionality, which assist to ensure accuracy. When many of BCPS's clerical job descriptions were created (1980's - 1990's), typewriters were used to develop documents. Removal of the typing test as a minimum job requirement will assist with increasing the pool of qualified job applicants.

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the first reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for FOPE Clerical was provided with a copy of the Library Media Clerk job description via e-mail on October 25, 2017. Additional feedback was not received prior to submission of this document for approval.

Cost: Revisions of the job description do not impact the pay grade or salary range. There is no additional financial impact to the District.