

Exhibit 1

February 21, 2018

Executive Summary

Proposed Revised Job Description for Manager, Administrative Building Maintenance & Support

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

Position Title: **Manager, Administrative Building Maintenance and Support**

Division/Department: **Chief of Staff**

Salary Band: **A2** Range: **\$54,903 - \$92,215**

Salary Schedule: **2016-2017 ESMAB Salary Schedule**

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

Rationale: The job description for the Manager, Administrative Building Maintenance and Support is being revised to ensure job duties and minimum education and experience requirements align with the expected scope of work. Specific revisions include updates to the job title to provide a better description of the work performed, edits to existing performance responsibilities and the addition of new duties to better clarify work expectations, and updates to the minimum education and experience requirements to improve the attraction of qualified job applicants.

Additional edits incorporated based on feedback from Board members during the January 17<sup>th</sup> School Board Meeting, include the following:

- Specifying "Chief of Staff" as the "Reports To" position
- Including a performance responsibility for attending School Board Meetings and Workshops: "Attend School Board meetings, Workshops and related events to provide administrative support and assistance, as needed."
- Including a performance responsibility for assisting with safety drills: "Assist the Chief, Special Investigative Unit with planning and conducting routine safety drills for assigned locations."
- Removing the reference to contract administration and bidding of contracts associated with the responsibility for maintaining the KCW parking structure: ~~responsible for contract administration and bidding of contract.~~
- Specifying a field of study as part of the degree requirement: "An earned associates degree in business administration, facilities maintenance,
- Correction of misspellings.

An evaluation of the revised job description based on the revised scope of the position resulted in a pay grade reduction of one level, from pay band B to pay band A2. This is a single incumbent position, currently occupied via task assignment.

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 ESMAB was provided a copy of the Manager, Administrative Building Maintenance and Support job description via e-mail on December 28, 2017. Additional feedback was not received prior to submission of this document for adoption.

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