

Exhibit 1

February 21, 2018

Executive Summary

Revised Job Descriptions for
Technical Support Analyst I, Technical Support Analyst II, Technical Support Analyst III Positions

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

Position Title: **Technical Support Analyst I**
Pay Grade: 20 Range: ~~\$47,934 – \$68,636~~ \$48,989 - \$70,146

Position Title: **Technical Support Analyst II**
Pay Grade: 22 Range: ~~\$55,198 – \$79,040~~ \$56,413 - \$80,779

Position Title: **Technical Support Analyst III**
Pay Grade: 24 Range: ~~\$63,562 – \$91,012~~ \$64,960 - \$93,014

Division/Department: Information & Technology

Salary Schedule: ~~2016-2017~~ 2017-2018 BTU - TSP

Recommended Policy Status: Non-Chart Job Descriptions – Final Reading

Rationale: The job descriptions for the Customer Service Analyst I, II, and III, are 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 expectation, and updates to the minimum education and experience requirements to improve the attraction of qualified job applicants.

In accordance with School Board policy 4010, it is requested that the revised education, experience and skill qualifications outlined in the job description adopted by the School Board on February 21, 2018, be waived for employees currently holding affected positions.

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. Representatives from BTU-TSP were provided a copy of the job descriptions for Technical Support Analyst I, II and III, on October 25, 2017, and requested a conference to review proposed job description changes. A conference call with BTU, Department Leadership and Human Resources was conducted on November 16, 2017 to discuss the Technical Support Analyst job descriptions. Feedback gathered via discussions with BTU was incorporated as part of the revised job description submitted for Board approval.

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