

Exhibit 1

March 20, 2018

Executive Summary

Proposed Revised Job Description for the Supervisor I, Customer Support Services

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

Position Title: **Supervisor I, ~~Customer Support~~ Technical Services**

Division/Department: **Information and Technology**

Pay Grade: **25** Range: **\$69,710 - \$99,817**

Salary Schedule: **2017-2018 BTU-TSP Salary Schedule**

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

Rationale: The job description for the Supervisor I, Customer Support Services 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.

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 BTU-TSP was provided a copy of the job description via e-mail on March 7, 2018. Additional feedback was not received prior to submission of this document for approval.

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