

Exhibit 1

April 24, 2018

Executive Summary

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

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 position 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.

The job description was presented for First Reading on March 20, 2018, and postponed pending a comprehensive discussion on the 2018-19 budget and the plan for staffing vacancies moving forward. Additional edits incorporated as part of the job description based on Board feedback, include the following:

- Moving the technology certification from a preferred requirement to a minimum requirement.
- Maintaining the preferred requirement for an Associate's Degree.

An evaluation of the revised job description was conducted, and the current pay grade was found to be appropriate. No change in pay grade is recommended.

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 April 9, 2018 and previously, on March 7, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision to this job description represents no additional financial impact to the District. There is one Board approved position associated with this job. This position is currently vacant. The salary expense associated with this position ranges from \$90,346 to \$125,872, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed). Note that actual incumbent salary will be determined at time of hire, upon approval of the School Board, and will reflect the candidate's job qualifications, BTU-TSP contract provisions and pay analysis conducted by Human Resources.