

Exhibit 1

School Board Agenda Item

May 22, 2018

Executive Summary

Proposed Revised Job Description for the Process Analyst, Procurement & Warehousing Services position

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

Position Title: **Process Analyst, Procurement & Warehousing Services**

Division/Department: **Chief of Strategy / Procurement & Warehousing Services**

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

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

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

Rationale: The job description for Process Analyst, Procurement & Warehousing Services position, is being revised to better align the qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The revisions include edits to existing performance responsibilities, 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.

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 March 26, 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 are three Board approved positions associated with this job description, of which two are 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.