

Exhibit 1
School Board Agenda Item
June 12, 2018
Executive Summary

Proposed **Revised** Job Description for the Systems Support Specialist II position

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

Position Title: **Systems Support Specialist II**

Division/Department: **Information & Technology**

Pay Grade: **24** Range: **\$64,960 - \$93,014**

Salary Schedule: **BTU-TSP Salary Schedule**

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

Rationale: The job description for Systems Support Specialist II 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 to better clarify work expectations, and updates to the minimum education and experience requirements to improve the attraction of qualified job applicants. This is a multi-incumbent position that currently has three vacancies.

An evaluation of the revised job description does not result in a pay grade change.

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 23, 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 nineteen Board approved positions associated with this job description, of which three are vacant. The cost associated with staffing this position ranges from \$84,741 to \$117,845, 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.