

School Board Agenda Item

July 24, 2018

Executive Summary

Proposed **Revised** Job Description for the Assistant Director, Procurement Compliance Position

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

Position Title: Assistant Director, ~~Procurement Compliance~~ Procurement & Warehousing Services

Division/Department: **Chief Strategy & Operations Officer / Procurement & Warehousing Services**

Salary Band: C Range: \$74,407 - \$123,734

Salary Schedule: 2017-2018 ESMAB Salary Schedule

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

Rationale: The job description for the Assistant Director, Procurement Compliance, is being revised to ensure job duties and minimum education and experience requirements align with the expected scope of work. Specific revisions include 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.

An evaluation of the revised job description was conducted, and the current salary band was found to be appropriate. No change in salary band 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 ESMAB was provided a copy of the job description via e-mail on June 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 description, which is currently occupied. The salary expense associated with this position ranges from \$95,888 to \$154,094, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed).