

Exhibit 1

School Board Agenda Item

August 21, 2018

Executive Summary

Proposed **Revised** Job Description for the
Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) – Early Childhood Education Position

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

Position Title: **Data Management Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) – Early Childhood Education**

Division/Department: Chief Academic Officer

Pay Grade: 23 Range: \$60,532 - \$86,678

Salary Schedule: 2017-2018 BTU-TSP Salary Schedule

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

Rationale: The job description for the Specialist Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) – Early Childhood Education, is being revised to better align the title, qualifications and primary performance responsibilities of the position, based upon the expected scope of work. This position is responsible for maintaining and implementing data management systems for all pre-kindergarten programs and for providing on-site management and coordination of student eligibility and program compliance with federal and state regulations, and district policies. The revisions include updates to the job title to provide a better description of the work performed, 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. This is a single incumbent position that is currently vacant.

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 July 10, 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. This job description will be used to reclassify the existing vacant System Analyst position in the Head Start department to reflect Data Management Specialist. Both the current and new position are assigned to TSP pay grade 23. The salary expense associated with this position ranges from \$79,516 to \$110,368, 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.