

School Board Agenda Item

September 18, 2018

Executive Summary

**Proposed Revised Job Description for the Assistant Program Manager, Nutrition Education & Training Position**

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

Position Title: **Assistant Program Manager, Nutrition Education & Training**

Division/Department: **Chief Strategy & Operations Officer / Food and Nutrition Services**

Pay Grade: **22**    Range:    **\$56,413 - \$80,779**

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

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

Rationale: The job description for the Assistant Program Manager, Nutrition Education and Training is being revised to ensure minimum education and experience requirements align with the expected scope of work. This position is responsible for assisting in the development, coordination, implementation, and marketing of nutrition education/wellness and staff development programs that support the mission of the Food and Nutrition Services Department. Specific revisions include updates to the minimum education and experience requirements to perform successfully in the job and to improve the attraction of qualified applicants. This is a single incumbent position.

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 August 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 currently one Board approved position associated with this job description, which is currently vacant. The cost associated with staffing this position ranges from \$74,675 to \$103,374, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary is 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.