

Exhibit 1

School Board Agenda Item

September 18, 2018

Executive Summary

Proposed **Revised** Job Description for the Coordinator, Local Education Agency (LEA) Position

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

Position Title: **Coordinator, ~~Local Education Agency (LEA)~~ Environmental Compliance**

Division/Department: **Chief Facilities Officer**

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

Salary Schedule: **2017-2018 ESMAB Salary Schedule**

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

Rationale: The job description for the Coordinator, Local Education Agency (LEA) is being revised to better align the title, qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The position is responsible for providing an environmentally compliant, safe and secure learning climate and workplace which protects the well-being of students, employees, visitors and community-at-large by ensuring all environmental regulations and standard are met. The revisions include updates to the position goal and 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 ESMAB was provided a copy of the job description via e-mail on August 27, 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 salary expense associated with staffing this position ranges from \$95,869 to \$153,966, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 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, the Employment & Salary Administration Handbook provisions and pay analysis conducted by Human Resources.