

Exhibit 1

School Board Agenda Item

December 18, 2018

Executive Summary

Proposed New Job Description for the Senior Treasury Analyst Position

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

Position Title: Senior Treasury Analyst

Division/Department: Chief Financial Officer

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 Senior Treasury Analyst has been created in conjunction with the Board approved 2018 - 2019 Organizational Chart (adopted on 5/22/2018), and in support of the Division of Finance. This is a critical position that is responsible for safeguarding the District financial assets by assisting the Treasurer in effectively administering all Treasury transactions which include care and custody of all cash and investments and issuance and servicing of debt. The job description defines the performance responsibilities, minimum education and experience required to perform successfully in the job.

An evaluation of the job description was conducted to determine the salary band assignment of C on the ESMAB salary structure.

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 October 17, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: The creation of this job description represents no additional financial impact to the District. There is one Board approved position associated with this job description that is currently vacant. The cost associated with staffing this position ranges from \$95,869 to \$153,996, 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.