

Exhibit 1
School Board Agenda Item
December 18, 2018
Executive Summary

Proposed **Revised** Job Description for the Senior Process Analyst Position

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

Position Title: **Senior Process Analyst**

Division/Department: **Information & Technology**

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

Salary Schedule: **ESMAB Salary Schedule**

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

Rationale: The job description for Senior Process Analyst is being revised to better align the qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The revisions include edits to existing performance responsibilities to better clarify work expectations, and updates to the minimum education requirements to improve the attraction of qualified job applicants. This position is responsible for ensuring processes and systems are aligned by serving as the liaison between functional users and the technology division and/or other division(s), designing processes, configuring the system to accommodate designed processes. The position is also responsible for providing continuing analytical services to identify changes in work practices, requirements for technology applications, and implementation of associated system changes.

An evaluation of the revised job description does not result in a salary band change. This is a single incumbent position that will be vacant on February 3, 2018, after the current incumbent in the position retires.

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 December 3, 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. The salary expense associated with 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.