

Exhibit 1

School Board Agenda Item

February 20, 2019

Executive Summary

Proposed **Revised** Job Description for the Manager, Information Technology Audits Position

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

Position Title: **Manager, Information Technology Audits**

Division/Department: **Information Technology**

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 Manager, Information Technology Audits 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 the existing performance responsibilities of the position to better clarify work expectations and updates to the performance and minimum education and experience requirements to improve the attraction of qualified job applicants. This position is responsible for ensuring efficient supervision and performance of financial and data processing audits and special reviews in order to evaluate information systems and operations, and ensure adherence to proper controls and accuracy. Additionally, this position is responsible for evaluating the effectiveness of security systems and determining the adequacy of controls.

When this job description was previously adopted by The School Board on December 16, 2003, it was assigned a Pay Grade 27 on the 2003 - 2004 ESMAB Salary Structure. An evaluation of the job description based on the current 2017 - 2018 ESMAB Salary Structure supports the assignment of a Pay Band C. This is a single incumbent position that is currently vacant.

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 January 14, 2019. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision of this job description represents no additional financial impact to the District. The salary expense associated with 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.