

School Board Agenda Item

March 5, 2019

Executive Summary

**Proposed Revised Job Description for the Security Specialist Position**

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

Position Title: **Security Specialist**

Division/Department: **Division of the Chief - Safety, Security and Emergency Preparedness**

Hourly Range: **\$27.14513 - \$31.46864**

Salary Schedule: **2017-2018 Salary Schedule for Security Specialists, Campus Monitors & Armed Safe School Officers**

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

Rationale: The job description for the Security Specialist is being revised to better define performance responsibilities and minimum job qualifications. This is a critical position that is responsible for enhancing the safety, security and level of preparedness in the work and learning environments of students, employees, and visitors. This position is also responsible for protecting students, employees, and visitors from harm in emergencies, and to prevent loss and damage of school property by theft and vandalism. Specific changes to the job description include edits to essential performance responsibilities, revisions to the minimum work experience requirements, and increasing the work calendar by three days to allow for staff training and professional development. The proposed work calendar change would go into effect on July 1, 2019.

There are 151 Board approved positions associated with this job description, of which 4 are 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. A meeting with the FOPE Representatives was held on February 27, 2019 to review the revised job description. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision of this job description represents an additional financial impact of \$114,664, which reflects the cost to increase the work calendar by three days to allow for staff training and professional development. This expense will be funded through Referendum dollars. The proposed work calendar change would go into effect on July 1, 2019, with the start of the new school year.