

Exhibit 1

School Board Agenda Item

July 23, 2019

Executive Summary

Proposed **New** Job Description for the Specialist, Enterprise Risk Management Communications Position

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

Position Title: **Specialist, Enterprise Risk Management Communications**

Division/Department: **Safety, Security & Emergency Preparedness**

Pay Grade: **22** Range: **\$57,541 - \$82,394**

Salary Schedule: **BTU-TSP Salary Schedule**

Recommended Policy Status: Non-Chart Job Description – **Final** Reading

Rationale: The job description for Specialist, Enterprise Risk Management Communications has been created in support of the Division of Safety, Security & Emergency Preparedness. This is a critical position that is responsible for internal and external communications related to the District's Enterprise Risk Management (ERM) program. This role serves as a communications liaison and strategist between the Safety, Security & Emergency Preparedness Division, District departments, the community, and the news media, to provide timely, accurate and useful education and information about significant safety and security-related programs and incidents.

The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. An evaluation of the job description was conducted to determine the pay grade assignment of 22 on the BTU-TSP salary structure. There is one Board approved position associated with this job description.

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 BTU-TSP was provided a copy of the job description via e-mail on May 30, 2019. Additional feedback was not received prior to submission of this document for approval.

Cost: The salary range associated with staffing this position ranges from \$76,004 to \$105,276, 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 placement, 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. This position is funded through the General Fund Balance.

Note: The salary range has been revised due to the recent approval of the 2018 – 2019 Salary Schedule for BTU-TSP.