

Exhibit 1

School Board Agenda Item

July 23, 2019

Executive Summary

Proposed **New** Job Description for the Senior Data Analyst - Safety, Security & Emergency Preparedness Position

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

Position Title: Senior Data Analyst - Safety, Security & Emergency Preparedness

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

Pay Grade: 27 **Range:** \$81,876 - \$117,234

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

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

Rationale: The job description for the Senior Data Analyst - Safety, Security & Emergency Preparedness has been created in support of the Division of Safety, Security & Emergency Preparedness. This is a critical position that is responsible for establishing and maintaining a system of qualitative and quantitative data analysis that highlights relevant safety, security and emergency preparedness data into strategic and actionable recommendations to assist with decision-making, enhance financial reporting, and ensure regulatory compliance.

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 27 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 July 8, 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 \$104,666 - \$146,310, 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.