

Exhibit 1

School Board Agenda Item

September 17, 2019

Executive Summary

Proposed **New** Job Description for the Campus Security Manager Position

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

Position Title: Campus Security Manager

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

Pay Grade: **20** Range: \$49,968 - \$71,549

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

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

Rationale: The job description for the Campus Security Manager has been created in support of the Division of Safety, Security & Emergency Preparedness. 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 by protecting students, employees and visitors from harm in emergency situations, and preventing or reducing loss and damage of school property from theft and vandalism.

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 20 on the BTU-TSP salary structure. There are forty-three (43) Board approved positions 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 August 7, 2019. Additional feedback was not received prior to submission of this document for approval.

Cost: The creation of this job description represents an additional financial impact of \$766,314, which reflects the cost to upgrade forty-three (43) existing Security Specialist positions to Campus Security Manager and is inclusive of fringe (17.78% variable and + 8,232 fixed). The source of funding has been encumbered as part of the department's budget.