

Exhibit 1

School Board Agenda Item

November 6, 2019

Executive Summary

Title:	Proposed Revised Job Description for the Director, Business Support Center Position
Background:	This item is being recommended for School Board approval to meet requirements for revised job description.
Position Title:	Director, Business Support Center
Division/Department:	Strategy & Operations
Salary Band:	D
Range:	\$84,651 - \$155,968
Salary Schedule:	ESMAB Salary Schedule
Recommended Policy Status:	Chart Job Description – First Reading
Rationale:	<p>The job description for the Director, Business Support Center has been revised to better align the qualifications and experience of the position, based upon the expected scope of work. This is a critical position that is responsible for developing and implementing best practices by managing the daily operations of the Business Support Center (BSC). The ultimate goal is to provide schools and departments a greater opportunity to focus on student learning and achievement. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job.</p> <p>This is a single incumbent position that is currently occupied. There is one Board approved position associated with this job description. An evaluation of the revised job description does not result in a pay band change. The current incumbent will be retiring at the end of 2019.</p>
Cost:	The revision of this job description represents no additional financial impact. The source of funding for the position associated with this item has been encumbered as part of the department's budget.
Union Notification:	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 October 23, 2019. Additional feedback was not received prior to submission of this document for approval.