

Exhibit 1  
School Board Agenda Item  
January 14, 2020  
Executive Summary

Title:	Proposed <b>New</b> Job Description for the Human Resources (HR) Support Service Assistant Position
Background:	This item is being recommended for School Board <b>approval</b> to meet requirements for new job description.
Position Title:	Human Resources (HR) Support Service Assistant
Division/Department:	HR Support Service/Human Resources & Equity
Salary Band / Pay Grade:	15
Range:	\$19.48627 - \$29.87032
Salary Schedule:	2018 – 2019 FOPE - Clerical Salary Schedule
Recommended Policy Status:	Non-Chart Job Description – <u>First</u> Reading
Rationale:	<p>The job description for the HR Support Service Assistant has been created in support of HR Support Service departmental operations. This position is responsible for providing administrative support for all clerical and administrative tasks within the HR Support Service department. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job.</p> <p>An evaluation of the revised job description was conducted to determine the pay grade assignment of 15 in the FOPE – Clerical Unit.</p>
Cost / Financial Impact:	The creation of this job description represents no additional financial impact. The source of funding for all positions 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 FOPE - Clerical was provided a copy of the job description via e-mail on December 13, 2019. Additional feedback was not received prior to submission of this document for approval.