

Exhibit 1
School Board Agenda Item
April 21, 2020
Executive Summary

Title:	Proposed Revised Job Description for the Security Clearance Clerk Position
Background:	This item is being recommended for School Board approval to meet requirements for revised job description.
Position Title:	Security Clearance Clerk
Division/Department:	Safety, Security & Emergency Preparedness
Salary Band / Pay Grade:	15
Range:	\$19.48627 - \$29.87032
Salary Schedule:	FOPE Clerical
Recommended Policy Status:	Non-Chart Job Description – First Reading
Rationale:	The job description for Security Clearance Clerk is being revised to better align the position within the Safety, Security & Emergency Preparedness scope of work. This position is responsible for the collection (open and sensitive source research), analysis and reporting of crime, security, student discipline and related data in support of the department’s safety and security objectives.
Pay Grade / Pay Band Changes:	An evaluation of the revised job description does not result in a pay grade change.
Cost / Financial Impact:	The revision 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 & 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 April 6, 2020. Additional feedback was not received prior to submission of this document for approval.