

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

<b>Title:</b>	Proposed <b>Revised</b> Job Description for the Data Analyst – Safety, Security & Emergency Preparedness Position
<b>Background:</b>	This item is being recommended for School Board <b>approval</b> to meet requirements for revised job description.
<b>Position Title:</b>	Data Analyst – Safety, Security & Emergency Preparedness
<b>Division/Department:</b>	Safety, Security & Emergency Preparedness
<b>Salary Band / Pay Grade:</b>	22
<b>Range:</b>	\$57,541 - \$82,394
<b>Salary Schedule:</b>	BTU-TSP
<b>Recommended Policy Status:</b>	Non-Chart Job Description – <b>First</b> Reading
<b>Rationale:</b>	The job description for Data Analyst – Safety, Security & Emergency Preparedness has been revised to better align the reporting relationship within the Safety, Security & Emergency Preparedness Division based on the scope of work. This position is responsible for organizing and analyzing data relevant to all Safety, Security and Emergency Preparedness programs and to assist the Director, School Security Support Services, in making data driven security recommendations and conclusions. Also, the Data Analyst – Safety, Security & Emergency Preparedness establishes, maintains and operates a system of data analytics that aims to turn data into actionable information to assist with resource allocation, tactical response and organizational strategy.
<b>Pay Grade / Pay Band Changes:</b>	An evaluation of the revised job description does not result in a pay grade change.
<b>Cost / Financial Impact:</b>	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.
<b>Union Notification:</b>	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 BTU-TSP 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.