

School Board Agenda CC-1
December 17, 2013

Executive Summary

Proposed New or Revised Job Descriptions, Minimum Qualifications and Job Titles for twenty nine (29) positions in the Information & Technology Department.

Background: These items are being recommended for School Board approval to meet requirements for new or revised job descriptions.

Division/Department: Chief Strategy & Operations Officer / Information & Technology

Recommended Policy Status: **First** Reading

New Job Descriptions / BTU-TSP

Job Description #	Job Description Title	Pay Grade	Salary Range
NEW	Telecommunications Analyst III	23	\$55,162 - \$78,988
	Project Coordinator, Information & Technology	24	\$59,197 - \$84,762
	System Support Specialist II		
	Web Designer	26	\$68,168 - \$97,611
	Senior Web Designer		
	Business System Manager, Development		

New Job Descriptions / ESMAB

Job Description #	Job Description Title	Salary Band	Salary Range
NEW	Senior Process Analyst	C	\$68,829 - \$111,667

Revised Job Descriptions / BTU-TSP

Job Description #	Job Description Title	Pay Grade	Salary Range
R-016	Senior Project Manager Technology, Project Management Office	27	\$73,148 - \$104,738
R-018	Systems Analyst		
R-019	Senior Systems Programmer		
R-022	District Technology Coordinator		
R-051	Basis Administrator		
RR-001	Senior Programmer	24	\$59,197 - \$84,762
RR-002	Operations Supervisor		
RR-033	Systems Programmer II		
RR-005	Supervisor II, Computer Operations	23	\$55,162 - \$78,988
RR-006	Supervisor, Computer Operations	22	\$51,408 - \$73,612
RR-010	Supervisor, Records Retention	23	\$55,162 - \$78,988
RR-033	Senior Telecommunications Analyst	25	\$63,525 - \$90,961

Job Description #	Job Description Title	Pay Grade	Salary Range
RR-035	Systems Analyst IV	26	\$68,168 - \$97,611
RR-039	Systems Engineer		
RR-040	District Network Coordinator		
RR-041	Systems Support Specialist III		
S-014	Coordinator, Management Systems	27	\$73,148 - \$104,738
W-031	Process Analyst	25	\$63,525 - \$90,961
W-034	Portal Administrator	27	\$73,148 - \$104,738
WW-031.1	Customer Service Analyst I	20	\$44,642 - \$63,922
WW-013.2	Customer Service Analyst II	22	\$51,408 - \$73,612
WW-013.3	Customer Service Analyst III	24	\$59,197 - \$84,762

Rationale: The creation or revision of these job descriptions supports the 2012-13 labor negotiations. The creations or revisions will ensure the job descriptions accurately reflect the current title, required qualifications and performance responsibilities of the positions in the Information & Technology Department.

Approval of the new or revised job descriptions will support the District strategic goals of continuous improvement and effective communication.

Prior to the recommendation to the School Board for approval, the BTU-TSP Unit was notified of the new or revised job descriptions.

Financial Impact: There is no financial impact to the District.