DATE: September 26, 2022

TO: NWESD Board of Directors



FROM: Marie Holloman, Payroll/Personnel Administrator

SUBJECT: Request for Approval of Position Description

Attached is a new position description for a Software Support Analyst I, which requires your approval. This position description was written based off of the current Software Support Analyst position with lesser responsibilities and experience required. This will allow for tiered level support, which separate pay ranges to more accurately reflect the responsibilities of each. Salary placement is recommended for Schedule III, Range 3, about 9% below a current beginning Software Support Analyst, and just under 18% below a Software Support Analyst who has reached proficiency.