



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

| | |
|--------------------------------------|--------------------------|
| Special Order Request | |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| Time | |
| 10:45 AM | |
| Open Agenda | |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No |

ITEM No.:
CC-2.

| | |
|---------------------|--|
| MEETING DATE | Mar 17 2015 10:15AM - Regular School Board Meeting |
| AGENDA ITEM | OPEN ITEMS |
| CATEGORY | CC. BOARD POLICIES |
| DEPARTMENT | Compensation (Human Resources) |

TITLE:
Revised Job Description for the General Clerk I Position

REQUESTED ACTION:
Approve the revised job description for the General Clerk I Position. This is the first reading.

SUMMARY EXPLANATION AND BACKGROUND:
This job description is being revised to update the education requirement(s) to include the acceptance of "Special Diplomas." This change is requested given that there are several individuals within the District with Special Diplomas who are capable of performing the essential functions associated with the job and do not have career path progression. Any vacant positions in accordance to this job description will follow standard advertising or selection process.
The job description was publicized for rule adoption in compliance with Florida Statutes on Saturday, February 28, 2015. See attached Executive Summary.
Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K. C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at: <http://webappe.browardschools.com/eAgenda>.

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction
 Goal 2: Continuous Improvement
 Goal 3: Effective Communication

FINANCIAL IMPACT:
There is no additional financial impact to the District. The revision to the job description does not impact the hourly rate assigned to the positions within the Federation of Public Employees (FOPE) Salary Schedule.

EXHIBITS: (List)
(1) Exhibit 1 Executive Summary (2) MM068 Gen Clerk I All Loc1

BOARD ACTION:

(For Official School Board Records Office Only)

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| SOURCE OF ADDITIONAL INFORMATION: | |
| Name: Dr. Laurel Thompson | Phone: 754-321-1550 |
| Name: Amanda Bailey | Phone: 754-321-1840 |

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Amanda Bailey - Chief Human Resources Officer

Signature
Amanda Bailey
3/9/2015, 4:59:17 PM

Approved In Open Board Meeting On: _____
By: _____
School Board Chair