

School Board Agenda Item CC-9
September 16, 2015

Executive Summary

Proposed New Job Description for the Process Analyst – Procurement & Warehousing Services Position

Background: This item is being recommended for School Board adoption to meet requirements for new job descriptions.

Position Title: **Process Analyst – Procurement & Warehousing Services**

Division/Department: **Chief Strategy & Operations Officer**

Pay Grade: **25** **Range:** **\$66,545 - \$95,287** **Point Range:** **845 - 894**

Salary Schedule: **2014-2015 BTU-TSP Salary Schedule**

Recommended Policy Status: Organizational Chart Job Description - **Final** Reading

Rationale: Revisions to the job description for the Process Analyst – Procurement & Warehousing Services are recommended in order to better align the job description with the needs of the department.

Prior to recommendation to the School Board for approval, the appropriate representative from the Broward Teachers Union (BTU) was notified and provided a copy of the job description for review. Additionally, the appropriate representative from the Educational Support & Management Association of Broward (ESMAB) was notified and provided with a copy of the job description for review prior to adoption.

The position is vacant.

Cost: There is no additional financial impact to the District.