



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Special Order Request

☐ Yes

☒ No

Time

Open Agenda

☒ Yes

☐ No

ITEM No.:

CC-2.

MEETING DATE

Nov 3 2015 10:15AM - Regular School Board Meeting

AGENDA ITEM

OPEN ITEMS

CATEGORY

CC. BOARD POLICIES

DEPARTMENT

Compensation (Human Resources)

TITLE:

Proposed New Job Description for the Security Clearance Clerk Position

REQUESTED ACTION:

Adopt the new job description for the Security Clearance Clerk position. This is the **Final** reading.

SUMMARY EXPLANATION AND BACKGROUND:

The job description for the Security Clearance Clerk position is recommended in order to better align the job responsibilities to the needs of the department. The job description resulted from a position audit that was conducted in response to a grievance filed by employees within the Security Clearance Unit. The job description was publicized for rule adoption in compliance with Florida Statutes on Saturday, September 19, 2015. See attached Executive Summary. Copies of all supporting documents are available in 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/> See attached Executive Summary.

SCHOOL BOARD GOALS:

☒ Goal 1: High Quality Instruction ☒ Goal 2: Continuous Improvement ☒ Goal 3: Effective Communication

FINANCIAL IMPACT:

There is an additional financial impact to the District of \$21,166.

EXHIBITS: (List)

(1) Executive Summary (2) Job Description (3) Point Factor

BOARD ACTION:

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Robert W. Runcie

Phone: 754-321-2600

Name: Jeffrey S. Moquin

Phone: 754-321-2650

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Robert W. Runcie - Superintendent

Approved In Open

Board Meeting On: _____

Signature

RR

Wednesday, October 14, 2015 2:03:45 PM

By: _____

School Board Chair