

Exhibit 1

School Board Agenda Item CC-2
July 26, 2016

Executive Summary

Proposed Revised Job Description for the Specialist, Human Resources Position

Background: This item is being recommended for School Board approval to meet requirements for the revised job description.

Position Title: **Specialist, Human Resources** ~~Specialist, Professional Standards~~

Division/Department: **Chief Human Resources & Equity Officer** ~~Chief of Staff~~

Salary Band: **B** **Range:** **\$61,088 - \$102, 604** **Point Range:** **845-944**

Salary Schedule: **Educational Support Management Association of Broward, Inc. (ESMAB)**

Recommended Policy Status: Chart Job Description – **First** Reading

Rationale: The job description for the Specialist, Human Resources was realigned to report into the Human Resources & Equity Division as part of the 2016-2017 Superintendent’s Organizational Chart. The proposed modifications include updates to reflect changes in reporting relationship, new job responsibilities and the minimum and preferred job qualifications. Feedback received from Board Members via the June 15, 2016 Regular School Board Meeting was considered in developing the revisions.

To assist school-based and District administration in the investigation and progressive discipline process of employees in a fair and equitable manner. To assist in the collection of data and information, the development of necessary materials, and the presentation of facts in employee discipline proceedings.

The positions are currently vacant and will adhere to selection process approved by the Board.

Prior to the recommendation to the School Board for approval, the representative from the ESMAB unit was provided a copy of the job description for their review and feedback. No additional feedback was received prior to submission of this document for approval.

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