

Exhibit 1

School Board Agenda Item CC-2  
September 20, 2016

Executive Summary

Revised Job Descriptions for the Purchasing Agent I, Purchasing Agent II and Purchasing Agent III Positions

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

Position Title: Purchasing Agent I  
Purchasing Agent II  
Purchasing Agent III

Division/Department: Chief Strategy & Operations Officer

Pay Grade: 20 Range: \$46,765 - \$66,962 Point Range: 655 - 684

Pay Grade: 22 Range: \$53,852 - \$77,112 Point Range: 715 – 754

Pay Grade: 23 Range: \$57,784 - \$82,744 Point Range: 755 – 794

Salary Schedule: 2015-2016 BTU – TSP Salary Schedule

Recommended Policy Status: Non-Chart Job Descriptions – First Reading

Rationale: The job descriptions for the Purchasing Agent I, Purchasing Agent II and Purchasing Agent III, are being revised to reflect current required minimum qualifications, job responsibilities and performance expectations of the positions. The modifications to the job descriptions will attract a more diverse pool of applicants with procurement experience, who may qualify for these positions.

The goal of the Purchasing Agent I, Purchasing Agent II and Purchasing Agent III is to coordinate, within assigned commodity responsibility, the professional purchasing of a variety of materials and/or services and to provide assistance in developing the appropriate procurement documents for the types of purchases required by The School Board of Broward County, Florida.

Revisions of the job descriptions do not impact the pay grades or salary ranges of the positions. Current vacant positions will adhere to the standard advertising and selection process.

Prior to the recommendation to the School Board for approval, the representative from the BTU-TSP Unit was provided a copy of the job descriptions for review and feedback. Additional feedback was received and reviewed with the Union Representative prior to submission of this document for approval.

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