



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	Jun 27 2017 10:05AM - Regular School Board Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	CC. BOARD POLICIES
<b>DEPARTMENT</b>	Compensation (Human Resources)

<b>Special Order Request</b>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>Time</b>	
<b>Open Agenda</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

<b>ITEM No.:</b>
CC-4.

**TITLE:**  
New Job Descriptions: Office Manager Confidential-Elementary & Middle, Office Manager Confidential-HS & Technical Colleges

**REQUESTED ACTION:**  
Adopt the New Job Descriptions for the Office Manager Confidential-Elementary & Middle Schools and Office Manager Confidential-High School & Technical Colleges positions. This is the Final reading.

**SUMMARY EXPLANATION AND BACKGROUND:**  
The job descriptions for the Office Manager Confidential - Elementary & Middle Schools and the Office Manager Confidential - High School & Technical Colleges, are being created to clearly define the responsibilities of the role, and the minimum and preferred education, experience and skills required of the position. The job description was publicized for rule adoption in compliance with Florida Statutes on June 4, 2017. 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:**  
The financial impact associated with this change totals \$628,483. The cost associated with the job changes increased by \$21,162 over the initial estimate of \$607,321. This change is attributed to the 2016-2017 annual salary increase adjustment of 3.5%. Funding to address the cost associated with this change was approved as part of the 2016-2017 budget.

**EXHIBITS: (List)**  
(1) Executive Summary (2) Job Description Ofc Mgr Elem Mid (3) Job Description Ofc Mgr HS Tech

**BOARD ACTION:**

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Rose M. Hall	Phone: 754-321-0144
Name: Dr. Valerie Wanza	Phone: 754-321-3838

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

Craig J. Nichols - Chief Human Resources & Equity Officer

Signature

Approved In Open Board Meeting On: \_\_\_\_\_

By: \_\_\_\_\_

School Board Chair