



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2017-08-22 10:05 - Regular School Board Meeting
AGENDA ITEM	ITEMS
CATEGORY	CC. BOARD POLICIES
DEPARTMENT	Compensation (Human Resources)

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

ITEM No.:
CC-4.

TITLE:
New & Revised Job Descriptions-Supervisor, HR Support Services, Sr HR Supp Services Specialist, HR Supp Services Specialist

REQUESTED ACTION:
Approve the new and revised job descriptions for the Supervisor, HR Support Services position and the Senior HR Support Services Specialist and HR Support Services Specialist positions. This is the First reading.

SUMMARY EXPLANATION AND BACKGROUND:
The Division of Human Resources is proposing an update to the job description for the Supervisor, HR Support Services position and the creation of job descriptions for the Senior HR Support Services Specialist and HR Support Services Specialist positions, in order to consolidate current clerical and administrative functions responsible for data processing and employment services. The new and revised job descriptions better align the titles, qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The job descriptions were publicized for rule adoption in compliance with Florida Statutes on July 26, 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 cost to upgrade the HR Support Services Specialists and Supervisors positions totals \$35,510, and is inclusive of fringe. The funding sources would be the General Fund balance.

EXHIBITS: (List)
(1) Executive Summary (2) Job Description Supervisor HR Support Services (3) Job Description Sr HR Support Services Specialist (4) Job Description HR Support Services Specialist

BOARD ACTION:
APPROVED
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Craig J. Nichols	Phone: 754-321-1840
Name: Rose M. Hall	Phone: 754-321-0144

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

Craig J. Nichols - Chief Human Resources & Equity Officer

Signature
Craig J. Nichols
8/14/2017, 10:17:11 AM

Approved In Open Board Meeting On: **AUG 22 2017**
By: *Abby M. Freedman*
School Board Chair