



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE 2017-09-26 10:05 - Special School Board Meeting

AGENDA ITEM ITEMS

CATEGORY CC. BOARD POLICIES

DEPARTMENT Compensation (Human Resources)

Special Order Request
 Yes No

Time

Open Agenda
 Yes No

ITEM No.:
 CC-2.

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

REQUESTED ACTION:
 Adopt the new and revised job descriptions for the Supervisor, HR Support Services position, the Senior HR Support Services Specialist and the HR Support Services Specialist positions. This is the Final 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 positions. 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: <https://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:

 (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

Approved In Open Board Meeting On: _____

By: _____

Signature

School Board Chair