



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:

CC-4.

MEETING DATE

2017-11-07 10:05 - School Board Operational Meeting

AGENDA ITEM

ITEMS

CATEGORY

CC. BOARD POLICIES

DEPARTMENT

Compensation (Human Resources)

Special Order Request

☐ Yes☒ No

Time

Open Agenda

☒ Yes☐ No

TITLE:

Proposed Revised Job Description for the Information Management Specialist Position

**REQUESTED ACTION:**

Approve the proposed revised job description for the Information Management Specialist position. Approval is requested to advertise the position after the first reading. This is the **First Reading**.

**SUMMARY EXPLANATION AND BACKGROUND:**

The job description for the Information Management Specialist Position is being revised to better align the title, goals, qualifications and primary performance responsibilities of the position, based on the expected scope of work. The revisions include modifications that will ensure the job description accurately reflects the required qualifications, goals, experience, accountability and essential performance responsibilities of the position. The job description was publicized for rule adoption in compliance with Florida Statutes on October 14, 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:**

There is no additional financial impact to the District.

**EXHIBITS: (List)**

(1) Executive Summary (2) Job Description

**BOARD ACTION:****APPROVED**

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Rose M. Hall

Phone: 754-321-0143

Name: Dr. Valerie S. Wanza

Phone: 754-321-3827

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

Craig J. Nichols - Chief Human Resources &amp; Equity Officer

Signature

Craig J. Nichols

10/24/2017, 8:18:56 AM

Electronic Signature

Form #4189 Revised 08/04/2017

RWR/ CJN/ VSW/ RMH:im

Approved In Open  
Board Meeting On:

NOV 07 2017

By:

School Board Chair