

School Board Agenda Item

February 21, 2018

Executive Summary

The School Board of Broward County, Florida, 2017 - 2018 Organizational Chart Job Descriptions for the Division of Chief Strategy & Operations

The Superintendent makes recommended changes to the Organizational Chart, with the intent to better position the District in executing its priorities and achieving the Strategic Plan Goals. The following revised job descriptions included as part of the Division of Chief Strategy & Operations Organizational Chart are being submitted for **approval**, along with the revised 2017 - 2018 Organizational Chart (Board Item II-1).

Background: These items are being recommended for School Board **approval** to meet requirements for revised job descriptions.

Division/Department: Division of Chief Strategy & Operations

Recommended Policy Status: First Reading

Rationale: The job descriptions for the Supervisor, Food and Nutrition Services Information Systems, the Program Manager, Nutrition Education and Training, and the Supervisor, Food and Nutrition Services Equipment & Supplies, are being revised to better align the title, qualifications and primary performance responsibilities of the positions, based upon the expected scope of work. The revisions include updating the job titles to provide a better description of the work performed, edits to existing and addition of new performance responsibilities that clarify the work expectation, and updates to the minimum education and experience requirements.

An evaluation of the revised job descriptions was conducted. The pay grade for the Program Manager, Nutrition Education and Training, was increased from 25 to 26 based on the study findings.

The pay grade assignment for the Supervisor, Food and Nutrition Services Information Systems, and the Supervisor, Food and Nutrition Services Equipment & Supplies, were found to be appropriate. No change to the pay grade assignment for the supervisory positions is recommended.

| Job Code | Job Description – Title | Salary Band/ Grade | Salary Range |
|----------|---|----------------------------|---|
| DD-098 | Supervisor, Food and Nutrition Services Information Systems Position (ESMAB) | B | \$64,617 - \$108,532 |
| DD-075 | Program Manager, Nutrition Education and Training Position (BTU-TSP) | 25 <u>26</u> | \$69,710 - \$99,817 <u>\$74,805 - \$107,114</u> |
| DD-093 | Supervisor, Food and Nutrition Services Equipment & Supplies Position (BTU-TSP) | 25 | \$69,710 - \$99,817 |

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representatives for ESMAB and BTU-TSP were provided a copy of the job descriptions via e-mail on February 2, 2018. Additional feedback was not received prior to submission of these documents for approval.

Cost: There is a cost impact of \$6,715 (inclusive of variable and fringe) associated with the increase for the Manager, Nutrition Education and Training position. Source of funding is the Food and Nutrition Services Operational Budget. There is no additional cost impact associated with the supervisory positions.