

School Board Agenda Item

April 10, 2018

**Executive Summary**

Revised Job Description for the Specialist, Food and Nutrition Services Equipment & Supplies Position

**Background:** This item is being recommended for School Board **adoption** to meet requirements for revised job description.

**Position Title:** ~~Purchasing Agent II—School Food Service~~  
**Specialist, Food and Nutrition Services Equipment & Supplies**

**Division/Department:** Chief of Strategy & Operations

**Pay Grade:** 22                      **Range:** \$56,413 - \$80,779

**Salary Schedule:** 2017-2018 Broward Teachers Union – Technical Support Professionals Salary Schedule

**Recommended Policy Status:** Non-Chart Job Description – **Final** Reading

**Rationale:** The job description for the Specialist, Food and Nutrition Services Equipment & Supplies is being revised to better align the title, qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The revisions include updating the job title 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. This is a single incumbent position that is currently vacant.

An evaluation of the revised job description was conducted and the current pay grade was found to be appropriate.

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 Representative for BTU-TSP was provided a copy of the Specialist, Food and Nutrition Services Equipment & Supplies job description via e-mail February 2, 2018. Additional feedback was not received prior to submission of this document for approval.

**Cost:** There is no financial impact for implementing the proposed job description changes.