

School Board Agenda Item

May 8, 2018

Executive Summary

Proposed **Revised** Job Description for the Director, Student Transportation & Fleet Services

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

Position Title: **Executive Director, Student Transportation & Fleet Services**

Division/Department: **Chief Strategy & Operations / Student Transportation & Fleet Services**

Salary Band: **D E** Range: ~~\$84,651 – \$152,910~~ **\$104,836 - \$174,870**

Salary Schedule: **2017-2018 Educational Support Management Association of Broward (ESMAB) Salary Schedule**

Recommended Policy Status: Chart Job Description - Final Reading

Rationale: The job description for the Director, Student Transportation & Fleet Services is being revised based upon the expected scope of work. The revisions include updating the job title to provide a better description of the work performed, edits and additions to performance responsibilities that clarify the work expectation, and updates to the minimum education and experience requirements to improve the attraction of qualified job applicants.

The Director, Student Transportation & Fleet Services, will be retiring from Broward County Public Schools in the near future (July – August of 2018). Revisions to the job description were prompted by the limited number of qualified candidates in the labor pool coupled with the urgency to staff the vacancy prior to the current incumbents' retirement.

An evaluation of the job description was conducted, which included internal peer job comparisons and an external market competitiveness review. Based on findings from the job study, it is requested that this position be reclassified as Executive Director, Student Transportation & Fleet Services, with an increased pay band assignment of E.

Scope of Accountability: The request to upgrade to Executive Director, is supported by the level of responsibility associated with managing the Broward County Public School's substantial and complex transportation system. Consider that Broward is the second largest public school transportation system in the State and ranked as the twelfth largest district bus system in the U.S. for 2017, by the Management & Maintenance Magazine for School Transportation Fleets.

Other factors that contribute to the increased scope and complexity of the Director, Student Transportation & Fleet Services include:

- Responsibility for an \$80 million dollar budget
- Oversight for the operation, maintenance and repair of ~1,300 school buses
- Planning and routing responsibility for ~1,000 bus routes
- Managing a staff of 1,600+ bus operators, attendants, clericals and administrators
- Ensuring the safe transport of 73,000 students on a daily basis

Upgrading this position to Executive Director of Transportation & Fleet Services, and increasing the salary range appropriately, increases the competitiveness of pay for this job, which is necessary to attract and incent qualified candidates for this role.

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 ESMAB was provided a copy of the job description via e-mail on March 27, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision to this job description represents an additional expense in the amount of \$21,709, which is inclusive of fringe and reflects the cost associated with increasing the pay band assignment from D to E. The source of funding is the General Fund. There is one Board approved position associated with this job, which is currently occupied. The salary expense associated with staffing this position ranges from \$131,794 to \$214,435, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed). Note that actual incumbent salary will be determined at time of hire, upon approval of the School Board, and will reflect the candidate's job qualifications, the Employment & Salary Administration Handbook provisions, and pay analysis conducted by Human Resources.