

School Board Agenda Item CC-3

May 22, 2018

Executive Summary

The School Board of Broward County, Florida, 2018 - 2019 Organizational Chart Job Descriptions

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 job descriptions identified through changes to the 2018 - 2019 Superintendent's Organizational Chart for the **Division of Financial Management**, are being submitted for School Board approval.

Division/Department: Division of Financial Management

Recommended Policy Status: First Reading

Financial Management, Page 11 of the 2018 – 2019 Organizational Chart			
Job Code	Job Description – Title	Salary Band Grade	Salary Range
NEW	Assistant Director, Accounting & Financial Reporting	ESMAB C	\$74,407 - \$123,734
W-025	Treasury Manager <u>Sr. Treasury Analyst</u>	BTU-TSP 27	\$80,270 - \$114,935

Assistant Director, Accounting & Financial Reporting:

Rationale: The job description for Assistant Director, Accounting & Financial Reporting has been created in conjunction with the request to add a position to the 2018-19 Organizational Chart, and in support of the Division of Financial Management's operations. This is a critical position that is responsible for timely and accurate financial reporting, analyzing financial information, identifying trends and comparing data for accuracy and reasonableness in support of decision-making. The position is also responsible for safeguarding the District's assets by maintaining appropriate control procedures and accounting records that are consistent with Federal and State requirements and Generally Accepted Accounting Principles. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. An evaluation of the job description was conducted to determine the pay grade assignment of C on the ESMAB salary structure. **This is a new request for a single incumbent position that is pending Board approval.**

Cost: The creation of the Assistant Director, Accounting & Financial Reporting job description represents no additional financial impact to the District. The cost associated with staffing this position ranges from \$95,888 to \$154,094, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources. This position is funded through the General Fund Balance.

~~Treasury Manager~~ Senior Treasury Analyst

Rationale: The job description for Treasury Manager is being revised to reflect the proposed job title change as outlined via the 2018-19 Organizational Chart to ensure performance responsibilities and job qualifications reflect the work required of the job. This is a critical position that is responsible for safeguarding the Districts' financial assets by assisting the Treasurer in effectively administering all Treasury transactions which include care and custody of all cash and investments, and issuance and servicing of debt. The job description revisions include an update to the job title to reflect Senior Treasury Analyst, a change in the reporting relationship, edits to existing performance responsibilities, and updates to the minimum education and experience requirements. An evaluation of the revised job description was conducted and no change in pay grade assignment is recommended at this time. **There is one Board approved position associated with this job description and it is currently vacant.**

Cost: The revision of the Treasury Manager job description represents no additional financial impact to the District. The cost associated with staffing this position ranges from \$102,806 to \$143,711, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources. Funding for this position is split between the General Fund (50%) and the Capital Fund (50%).

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 and BTU-TSP was provided a copy of the job description via e-mail on May 10, 2018. Additional feedback was not received prior to submission of this document for approval.