

School Board Agenda Item CC-4

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 Human Resources & Equity** are being submitted for School Board approval.

Division/Department: Division of Human Resources & Equity

Recommended Policy Status: First Reading

Human Resources & Equity, Page 12 of the 2018 - 2019 Organizational Chart			
Job Code	Job Description - Title	Salary Band / Grade	Salary Range
C-012	Supervisor, Personnel Records <u>Manager, HR Support Services</u>	ESMAB C	\$74,407 - \$123,734
Z-034	Specialist, Human Resources	ESMAB B	\$64,617 - \$108,532
C-014	Specialist, Employee & Labor Relations	ESMAB C	\$74,407 - \$123,734

Supervisor, Personnel Records

Rationale: The job description for Supervisor, Personnel Records is being revised to reflect the proposed job title change as outlined via the 2018-19 Organizational Chart, and to ensure performance responsibilities and job qualifications reflect the work required of the job. This is a critical position that is responsible for providing leadership and oversight for all Human Resources Support Services, including the administration of personnel transactions, records management and retention, unemployment compensation, employment verifications, and customer service. The job description revisions include an upgrade in job title to reflect Manager, HR Support Services, and edits to performance responsibilities and minimum job qualifications. 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 staffed.**

Cost: The revision of the Supervisor, Personnel Records 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.

Specialist, Human Resources

Rationale: The job description for Specialist, Human Resources is being revised to reflect the proposed reporting relationship change as outlined via the 2018-19 Organizational Chart and to ensure performance responsibilities and job qualifications reflect the work required of the job. This is a critical position that is responsible for assisting school-based and District administration in the positive handling of employee relations issues and the progressive discipline process of employees in a fair and equitable manner. The job description revisions include a change in the reporting relationship and minor edits to performance responsibilities. An evaluation of the revised job description was conducted and no change in pay grade assignment is recommended at this time. **There are two Board approved positions associated with this job description and both are currently staffed.**

Cost: The revision of the Specialist, Human Resources job description represents no additional financial impact to the District. The cost associated with staffing this position ranges from \$84,336 to \$136,156, 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.

Specialist, Employee & Labor Relations

Rationale: The job description for Specialist, Employee & Labor Relations is being revised to reflect the proposed reporting relationship change as outlined via the 2018-19 Organizational Chart and to ensure performance responsibilities and job qualifications reflect the work required of the job. This is a critical position that is responsible for assisting the Manager, Employee & Labor Relations, in administering a comprehensive employee relations program including contract administration, grievance processing, training programs, and contract negotiations. The job description revisions include a change in the reporting relationship and minor edits to performance responsibilities and 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 are two Board approved positions associated with this job description and both are currently staffed.**

Cost: The revision of the Specialist, Employee & Labor Relations 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.

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 May 10, 2018. Additional feedback was not received prior to submission of this document for approval.