

School Board Agenda Item CC-5

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 Portfolio Services** are being submitted for School Board approval.

Division/Department: Division of Portfolio Services

Recommended Policy Status: First Reading

Portfolio Services, Page 14 of the 2018 – 2019 Organizational Chart			
Job Code	Job Description – Title	Salary Band / Grade	Salary Range
NEW	Director, School Choice & Parental Options	ESMAB D	<u>\$84,651 - \$152,910</u>
A-028	Chief, Portfolio Services Officer	ESMAB E S	<u>\$104,836 - \$174,870</u> <u>\$119,889 - \$201,345</u>

Chief, Portfolio Services Officer

Rationale: The job description for Chief, Portfolio Services Officer is being revised to reflect the proposed increase to salary pay band as outlined via the 2018-19 Organizational Structure and to ensure performance responsibilities and job qualifications reflect the work required of the job. This is a critical position that is responsible for ensuring students throughout Broward County Public Schools have an appropriate learning environment, student assignment, facilities, athletics opportunities, student activities and high quality educational programs. This position is also responsible for enhancing school choice opportunities through innovative programs, magnets and charter school options. The job description revisions include edits to existing performance responsibilities and minimum education and experience requirements. An evaluation of the job description was conducted and an increase in pay band is recommended. **There is one Board approved position associated with this job description that is currently staffed.**

Cost: The revision of the Chief, Portfolio Services Officer job description represents no additional financial impact to the District. The cost associated with increasing the pay band is estimated at \$24,273, which is inclusive of fringe (18% variable + \$8,088 fixed). This position is funded through the General Fund Balance.

Director, School Choice & Parental Options

Rationale: The job description for Director, School Choice & Parental Options 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 Portfolio Services' operations. This is a critical position that is responsible for supporting the development, optimization, communication and monitoring of comprehensive school choice options to meet local, state and national statute and policy requirements. 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 D 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 Director, School Choice & Parental Options job description represents no additional financial impact to the District. The cost associated with staffing this position ranges from \$107,976 to \$188,522, 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.