

School Board Agenda Item CC-6

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 the Chief of Staff**, are being submitted for School Board approval.

Division/Department: Division of the Chief of Staff

Recommended Policy Status: First Reading

Chief of Staff, Page 16 of the 2018 – 2019 Organizational Chart				
Job Code	Job Description – Title	Salary Band / Grade	Salary Range	
NEW	Director, District Administrative Services	ESMAB D	\$84,651 - \$152,910	
SS-090	Senior Plans Examiner	BTU-TSP 26	\$74,805 – \$107,114	

Director, District Administrative Services

Rationale: The job description for Director, District Administrative Services 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 the Chief of Staff's operations. This is a critical position that is responsible for providing oversight and coordination of district-wide projects and initiatives that support the effective administration of District operations and enhances the quality of educational programs and services. This position will also assist the Chief of Staff in the effective administration of School Board operations. 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, District Administrative Services, 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.

Senior Plans Examiner

Rationale: The job description for Senior Plans Examiner 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 participating in the process of ensuring a thorough review of building plans and inspections for compliance with the provisions of the Florida Building Code, the Fire Prevention Code, and all applicable laws, regulations and requirements. The job description revisions include a change to the reporting relationship and edits to existing 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 one is currently vacant.**

Cost: The revision of the Senior Plans Examiner job description represents no additional financial impact to the District. The cost associated with staffing this position ranges from \$96,358 to \$134,483, 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.

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.