

School Board Agenda Item CC-13

July 24, 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 description identified through changes to the 2018 - 2019 Superintendent's Organizational Chart for the **Division of Financial Management** is being submitted for School Board adoption.

Division/Department: Division of Financial Management

Recommended Policy Status: Final 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

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 - 2019 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.

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