

Exhibit I

School Board Agenda Item

August 21, 2018

Executive Summary

Proposed **Revised** Job Description for the Automotive and Truck Mechanic (Journeyman) Position

Background: This item is being recommended for School Board **adoption** to meet requirements for revised job description.

Position Title: **Automotive and Truck Mechanic (Journeyman)**

Division/Department: **Chief Strategy & Operations Officer / Student Transportation & Fleet Services**

Pay Range: Hourly Rate - **\$28.74184 - \$33.22055**

Salary Schedule: **2017-2018 Maintenance and Operations Department Trade Salary Schedule**

Recommended Policy Status: Non- Chart Job Description - **Final** Reading

Rationale: The job description for the Automotive and Truck Mechanic (Journeyman) is being revised to ensure job duties and minimum education and experience requirements align with the expected scope of work. This position is responsible for performing skilled work in the maintenance and repair of all Broward County School Board owned vehicles, ensuring the highest level of safe and operational condition. Specific revisions include edits to existing performance responsibilities and the addition of new duties to better clarify work expectations. Proposed changes to the minimum qualification requirements align with the Department of Education (DOE) School Bus Inspector Certification Program requirements, and assist in the attraction of qualified job applicants. This is a multi-incumbent position.

An evaluation of the revised job description was conducted, and the current pay range was found to be appropriate. No change in pay range is recommended.

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

Cost: The revision to this job description represents no additional financial impact to the District. There are currently forty-two Board approved positions associated with this job description, of which four are vacant. The salary expense associated with this position ranges from \$78,903 to \$89,938, 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 will reflect the candidate's job qualifications, FOPE contract provisions, and pay analysis conducted by Human Resources.