

Exhibit 1

School Board Agenda Item

September 18, 2018

Executive Summary

Proposed **New** Job Description for the Design Specialist, Print Graphics Position

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

Position Title: **Design Specialist, Print Graphics**

Division/Department: **Chief School Performance & Accountability Officer**

Pay Grade: **23** Range: **\$60,532 - \$86,678**

Salary Schedule: **BTU-TSP**

Recommended Policy Status: Non-Chart Job Description – **First** Reading

Rationale: The job description for Design Specialist, Print Graphics has been created in an effort to better clarify and define job duties performed by the individual responsible for developing the graphics, publication, and print work for Broward Technical Colleges. The current incumbent is misclassified as a Career and Technical Education (CTE) teacher. Upon Board adoption of the new job description, the incumbent will be correctly classified as a Design Specialist, Print Graphics. This is a single incumbent position that is currently occupied.

An evaluation of the job description was conducted to determine the pay grade assignment of 23 (BTU-TSP).

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 the Broward Technical Support Professional (BTU-TSP) was provided a copy of the job description via e-mail on August 27, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: The creation of this job description represents no additional financial impact to the District. This job description will be used to reclassify one existing employee holding the Teacher - CTE Student Support job within the Sheridan Technical College department. There is one Board approved position associated with this job description, which is currently staffed. The cost associated with staffing this position ranges from \$79,527 to \$110,321, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed).