

Exhibit 1  
School Board Agenda Item  
September 18, 2018  
Executive Summary

Proposed **Revised** Job Description for the Specialist, Public Affairs Position

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

Position Title: **Specialist, ~~Public Affairs~~ Communications**

Division/Department: **Public Information**

Salary Band / Pay Grade: **25**          Range: **\$69,710 - \$99,817**

Salary Schedule: **BTU-TSP Salary Schedule**

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

Rationale: The job description for Specialist, Public Affairs is being revised to reflect the proposed job title change outlined via the Board approved 2018 - 2019 Organizational Chart (adopted on 5/22/2018), and to ensure performance responsibilities and job qualifications reflect the work required of the job. This is a critical position that is responsible for assisting in developing and implementing strategic communications programs and activities that support the District's educational goals, and ensuring public awareness of the success of Broward County Public Schools. The job description revisions include an update to the job title to reflect Specialist, Communications, edits to existing performance responsibilities, and updates to the minimum education and experience requirements.

An evaluation of the job description was conducted to confirm that the current pay grade assignment (BTU-TSP, 25) is appropriate.

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 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.

The revision to this job description represents no additional financial impact to the District. There are two Board approved positions associated with this job description that are currently occupied. The cost associated with staffing this position ranges from \$90,336 to \$125,796, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary will be determined at time of hire, upon approval of the School Board, and will reflect the candidate's job qualifications, BTU-TSP contract provisions, and pay analysis conducted by Human Resources.