

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

Proposed **New** Job Description for the Specialist, Mass Media Position

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

Position Title: **Specialist, Mass Media**

Division/Department: **Public Information**

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, Mass Media has been created in conjunction with the Board approved 2018 - 2019 Organizational Chart (adopted on 5/22/2018), and in support of the Division of Public Information. This is a critical position that is responsible for assisting in developing and maintaining a public relations program for Broward County Public Schools, which will promote a well-informed public and positive public relations. 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 25 on the BTU-TSP salary structure.

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 creation of this job description represents no additional financial impact to the District. There are two Board approved positions associated with this job description which are currently vacant. 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.