

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

Proposed **New** Job Description for the Chief - Safety, Security & Emergency Preparedness Position

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

Position Title: **Chief - Safety, Security & Emergency Preparedness**

Division/Department: **Safety, Security & Emergency Preparedness**

Salary Band / Pay Grade: **S** Range: **\$119,889 - \$201,345**

Salary Schedule: **ESMAB Schedule**

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

Rationale: The job description for Chief - Safety, Security & Emergency Preparedness has been created in conjunction with the request to add a position to the 2018 - 2019 Organizational Chart, and in support of the new Division for Safety & Security. This is a critical position that is responsible for planning, directing, coordinating, evaluating, and effectively communicating activities relating to the protection, safeguarding, security and emergency preparedness of Broward County Public Schools' students, employees and properties. The position is responsible for guiding the District leadership team in setting measurable goals and using structured processes to develop benchmarks to measure and document program integrity. This position will also serve as liaison between Broward Schools and the various municipalities throughout the county. The current Chief of Broward's Special Investigative Unit will serve in the capacity of liaison until the incumbent for the Chief – Safety, Security & Emergency Preparedness, has been hired.

An evaluation of the job description was conducted to determine the salary band assignment of S on the ESMAB salary structure. This is a new request for a single incumbent position.

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 was provided a copy of the job description via e-mail on October 19, 2018. Additional feedback was not received prior to submission of this document for approval.

**Cost:** The creation of the Chief - Safety, Security & Emergency Preparedness position represents an additional expense for the District. The cost associated with staffing this position has the potential to range from \$149,437 to \$245,376, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 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 and pay analysis conducted by Human Resources. This position is funded through the General Fund Balance, approved as part of the final budget hearing held on September 5, 2018.