



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:

CC-5.

MEETING DATE

2018-12-18 10:05 - Regular School Board Meeting

AGENDA ITEM

ITEMS

CATEGORY

CC. BOARD POLICIES

DEPARTMENT

Compensation (Human Resources)

Special Order Request

☐ Yes

☒ No

Time

Open Agenda

☒ Yes

☐ No

TITLE:

Proposed Revised Job Description for the Senior Process Analyst Position

REQUESTED ACTION:

Approve the proposed revised job description for the Senior Process Analyst position. Approval is requested to advertise the position after the first reading. This is the First reading.

SUMMARY EXPLANATION AND BACKGROUND:

The job description for the Senior Process Analyst position is being revised to better align the qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The job description was publicized for rule adoption in compliance with Florida Statutes on November 28, 2018. See attached Executive Summary. Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center.

SCHOOL BOARD GOALS:

☒ Goal 1: High Quality Instruction ☒ Goal 2: Continuous Improvement ☒ Goal 3: Effective Communication

FINANCIAL IMPACT:

There is no immediate financial impact associated with this item. See the Executive Summary for additional information on the expense associated with staffing this position.

EXHIBITS: (List)

(1) Executive Summary (2) Job Description

BOARD ACTION:

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Rose M. Hall

Phone: 754-321-0144

Name: Anthony Hunter

Phone: 754-321-2607

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Craig J. Nichols - Chief Human Resources & Equity Officer

Signature

Electronic Signature

Form #4189 Revised 08/04/2017
RWR/ CJN/AH/RMH:im

Approved In Open
Board Meeting On: _____

By: _____

School Board Chair