

Exhibit 1

School Board Agenda Item

January 15, 2019

Executive Summary

Proposed **New** Job Description for the Environmental Health & Safety Specialist I Position

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

Position Title: **Environmental Health & Safety Specialist I**

Division/Department: **Chief Facilities Officer**

Pay Grade: **21** Range: **\$52,577 - \$75,287**

Salary Schedule: **BTU-TSP**

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

Rationale: The job description for Environmental Health & Safety Specialist I has been created in support of the Environmental Health & Safety departmental operations. This position is responsible for ensuring The School Board of Broward County, Florida, maintains compliance with all applicable federal, state and local laws and provides guidance regarding best practices when dealing with the environmental health & safety of students, faculty, staff, visitors and the community at large. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. This is a multi-incumbent position.

An evaluation of the job description was conducted to determine the pay grade assignment of 21 (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 December 18, 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. There are currently three Board approved positions associated with this job description, two of which are currently vacant. The salary expense associated with staffing this position ranges from \$74,195 to \$96,905, 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.